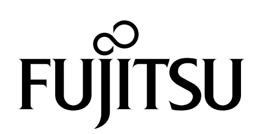
P3PC-2962-06ENZ0



iScanner

fi-6010N Network Scanner

Operator's Guide

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NetAdvantage

LEADTOOLS for .NET

WinPcap

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WinDump

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Secure iNetSuite

Introduction

Thank you for purchasing the fi-6010N Network Scanner.
This easy-to-use image scanner is designed to be connected to a computer network system and is primarily for office use.

■Manuals

The following manuals are prepared for the scanner. Read them as needed.

Manual	Description
fi-6010N Network Scanner Getting Started (paper)	Provides useful and detailed information on setting up, connecting, and caring for your scanner. Read this manual first. In this guide, it is indicated as "Getting Started".
fi-6010N Network Scanner Operator's Guide (This Manual) (PDF)	Contains further information about scanner settings, scanner administration, and scanner operations, and may be used as a general reference. To read the manual, download it from the scanner. For more details about how to download the manual, refer to the "Getting Started".
Scanner Central Admin User's Guide (PDF)	Provides information about methods for operating and configuring scanner central administration.

■Regulatory Information

FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTICE	The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules. The length of the AC cable must be 2 meters (6.6 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.
This Class B digital apparatus complies with Canadian ICES-003.
Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.
Cet appareil numérique de la classe B est conforme la norme NMB-003 du Canada.

Bescheimigung des Herstellers / Importeurs

Für den fi-6010N wird folgendes bescheinigt:

- In Übereinsstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3.GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Use of Mercury

	Lamp(s) inside the scanner contain mercury and must be recycled or disposed of according to local, state, or federal laws.

To avoid unexpected injuries:

- Do not put the substance contained in the lamp in your mouth as it has mercury.
- Do not breathe the chemical liquid contained in the scanner lamps.
- Do not incinerate, crush, or shred the lamps or scanner parts.

LCD Peculiarities

- The LCD backlight is a fluorescent tube that contains some mercury.
- Be aware that neither of the following is considered a fault.
  - Despite the fact that the latest advanced technology has been used to produce the scanner's TFT color LCD's, the large number of pixels involved means that an occasional (always-on) bright dot or (always-off) dark dot may be visible.
  - The characteristics of the LCD mean that there may be some variation in hue and intensity of colors across the screen.

Replacing Batteries

In order to retain data such as BIOS information, this product has a battery (CMOS RAM battery) on board.



- Do not replace the battery yourself, as there is a risk of explosion if the wrong type is used. Please contact your maintenance engineer in charge when the battery runs low.
- Do not touch the battery. Never install or remove the battery by yourself. Doing so may cause electric shock or static electricity which can damage the device.

About Maintenance

The user must not perform repairs on this scanner.
Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs to this product.
For more details, refer to the following web page:
http://imagescanner.fujitsu.com/warranty.html

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How Trademarks are Indicated in This Manual

The following abbreviations are used in this manual:

Windows	Windows® operating system
Windows XP	Windows® XP Home Edition operating system Windows® XP Professional operating system Windows® XP Professional x64 Edition operating system
Windows Vista	Windows Vista® Home Basic operating system (32/64-bit) Windows Vista® Home Premium operating system (32/64-bit) Windows Vista® Business operating system (32/64-bit) Windows Vista® Enterprise operating system (32/64-bit) Windows Vista® Ultimate operating system (32/64-bit)
Windows 7	Windows® 7 Starter operating system (32-bit) Windows® 7 Home Premium operating system (32/64-bit) Windows® 7 Professional operating system (32/64-bit) Windows® 7 Enterprise operating system (32/64-bit) Windows® 7 Ultimate operating system (32/64-bit)

Windows 8	Windows® 8 operating system (32/64-bit) Windows® 8 Pro operating system (32/64-bit) Windows® 8 Enterprise operating system (32/64-bit)
Windows 2000 Server	Windows® 2000 Server Small Business Server 2000 Windows® 2000 Advanced Server
Windows Server 2003	Windows Server® 2003, Standard Edition Windows Server® 2003, Enterprise Edition Windows Server® 2003, Datacenter Edition Windows Server® 2003 R2, Standard Edition Windows Server® 2003 R2, Standard x64 Edition Windows Server® 2003 R2, Enterprise Edition Windows Server® 2003 R2, Enterprise x64 Edition Windows Server® 2003 R2, Datacenter Edition Windows Server® 2003 R2, Datacenter x64 Edition
Windows Server 2008	Windows Server® 2008 Standard (32/64-bit) Windows Server® 2008 Enterprise (32/64-bit) Windows Server® 2008 Datacenter (32/64-bit) Windows Server® 2008 R2 Standard (64-bit) Windows Server® 2008 R2 Enterprise (64-bit)
Windows Server 2012	Windows Server® 2012 Standard (64-bit)
Exchange	Microsoft® Exchange 2000 Server Microsoft® Exchange Server 2003 Microsoft® Exchange Server 2007 (supported by 64-bit operating systems only) Microsoft® Exchange Server 2010 (supported by 64-bit operating systems only)
.NET Framework	Microsoft® .NET Framework
SharePoint	Microsoft® Office SharePoint® Server 2007 Microsoft® SharePoint® Server 2010 (supported by 64-bit operating systems only)
Solaris 10	Solaris 10 Operating System
Red Hat Enterprise Linux	Red Hat® Enterprise Linux® 4 Red Hat® Enterprise Linux® 5

SUSE Linux Enterprise Server	SUSE™ Linux Enterprise Server 10
Internet Explorer	Microsoft® Internet Explorer® Windows® Internet Explorer®
Internet Information	Microsoft® Internet Information Services
SQL Server 2005 Express Edition	Microsoft® SQL Server® 2005 Express Edition
Adobe Acrobat	Adobe® Acrobat®
Adobe Reader	Adobe® Reader®
RightFax	RightFax Business Server (Version 9.3)
Admin Tool	fi Network Scanner Admin Tool
Central Admin Server	Scanner Central Admin Server iScanner Central Admin Server
Central Admin Console	Scanner Central Admin Console iScanner Central Admin Console
Network Folder	A folder that is set to save scanned data in the file server or FTP server
SharePoint Folder	A folder that is set to save scanned data in SharePoint

Manufacturer

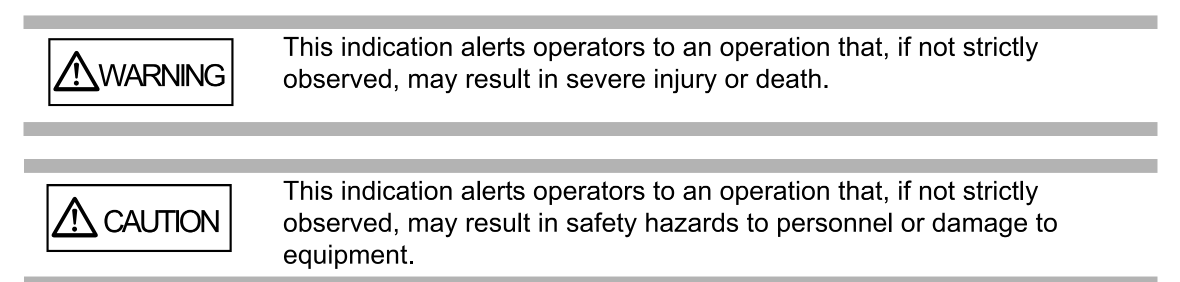
PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group
Solid Square East Tower
580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan
Phone: (81-44) 540-4538

■Disclaimer of Liability

Reproducibility of the Scanned Image Data
Confirm that the image data scanned with this product meets your requirements (for example, image reproducibility in size accuracy, fidelity, content, colors).
Make sure that there are no missing parts in the scanned image data before disposing of the original document used for scanning.

Warning Indications Used in This Manual



⚠WARNING	This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.
⚠CAUTION	This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Symbols Used in This Manual

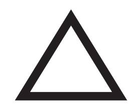
This manual uses the following symbols in the explanations in addition to the warning indications.



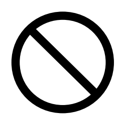
This symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operation.



A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform.
The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow.
It may also include the drawing that shows the specific instruction.



This symbol is used to indicate information about administrator operations.
In Chapter 4, operations that can be performed by either or both of the administrator login modes one indicated by the following symbols:



: Administrator operating via the LCD touch panel.



: Administrator operating via the network interface using the Admin Tool.

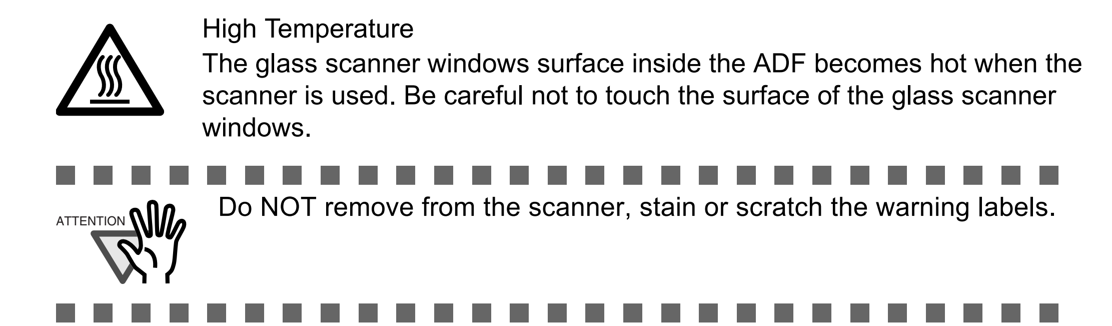


: Administrator operating via the network interface using the Central Admin Console.

User

This symbol is used to indicate information about regular user operations.

Warning Label



High Temperature
The glass scanner windows surface inside the ADF becomes hot when the scanner is used. Be careful not to touch the surface of the glass scanner windows.

ATTENTION

Do NOT remove from the scanner, stain or scratch the warning labels.

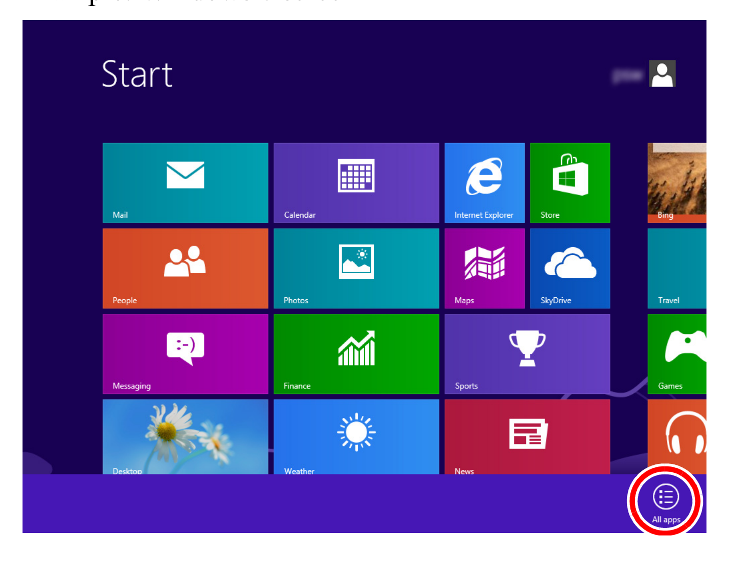
Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement. If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.
The screen examples in this manual are of Windows Vista.

For Windows Server 2012/Windows 8 Users

To start applications for this product or display Control Panel, use the All apps screen.
The All apps screen is displayed by following the procedure below.

1 Right-click the Start screen.
2 Click [All apps] on the app bar.
Example: Windows 8 screen

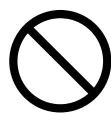


■Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.
Also, store this manual in a safe place so that it can be easily referred to during use of this product.
In the following warnings, "power cable" may refer to the AC cable connected to the AC adapter collectively.



Do not damage the AC cable.

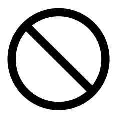


A damaged AC cable may cause fire or electric shock. Be careful of the following when handling the power cable:

- Do not moisten, modify, tie, bundle, or wind the cable.
- Do not place heavy objects on the cable, trap the cable in a doorway, drop or damage the cable in any other way.
- Do not pull or forcibly bend or twist the cable.
- Do not place any metal near to the plug of the power cable.

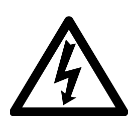
Do not use damaged AC cables or power plugs, or install any cables or power plugs to loose wall sockets.

Use only specified AC cables and connector cables.



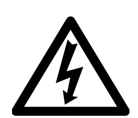
Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and/or equipment failure.
Please do not use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock. Do not connect to multiple-power strips.

Do not touch the AC cable with wet hands.



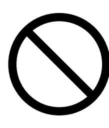
Do not touch the power plug with wet hands. Doing so can cause electric shock.

Wipe any dust from the power plug.



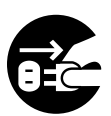
Wipe off any dust from the power cable, metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust can cause fire or electric shock.

Do not install the device in locations that has oil smoke, steam, humidity, and dust.



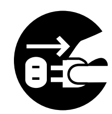
Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Turn the scanner OFF if it is damaged.



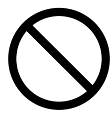
If the scanner is damaged for any reason,
turn the scanner off and unplug the power cable. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not use the scanner if there is a strange odor.

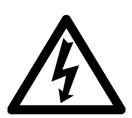


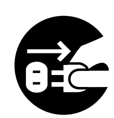
If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and disconnect its power plug. Make sure that any smoke coming from it has stopped, before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not put liquids inside the scanner.



Do not insert or drop metal objects in to the scanner. Do not scan wet documents or documents with paper clips or staples. Do not splash or allow the scanner to get wet.





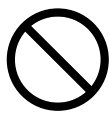
If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet. Then, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Pay particular attention to this warning in households where there are small children.

Do not touch the inside of the scanner unless necessary.



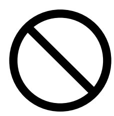
Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause electric shock or fire.

Do not use aerosol sprays near the scanner.



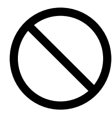
Do not use any aerosol sprays or alcohol based sprays to clean the scanner.
Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.
Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

Do not place the scanner within the reach of small children.



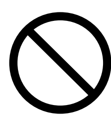
To avoid injuries, do not place the scanner in an area where small children may be able to reach.

Do not touch the heated section for a long time.



Do not touch the heated section such as the bottom of the scanner for a long time.
Doing so may cause a low-temperature burn on your skin.

Do not cover the scanner with something during its operation.



Do not use the scanner while covered with a blanket, etc. Doing so may raise the temperature inside and cause a fire.

Do not use the scanner where it gets wet.

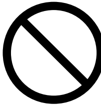


Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet. Doing so might cause electric shock or fire.



Do not install the scanner on unstable surfaces.





Make sure that the scanner is installed on a flat, level surface and that none of its parts extend beyond the surface top, such as a desk or table. Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.

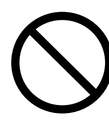
Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Firmly insert the power plug.



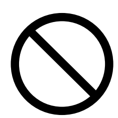
Firmly insert the power plug as far it can go into the power outlet.

Do not block the ventilation ports.



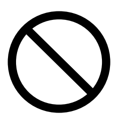
Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may result in fire or scanner failure.

Do not place heavy objects or stand on top of the scanner.



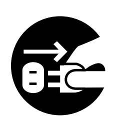
Do not place heavy objects on the scanner or use the scanner's surface top to perform other work. Improper installation might cause injuries and equipment failure.

Do not use the scanner immediately after moving it from a cold place into a warm room.



Do not use the device immediately after moving it from a cold place into a warm room. Condensation may occur, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

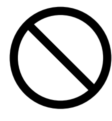
Before moving the scanner, disconnect the power plug from the power outlet.



Do not move the scanner with the power and interface cables connected as this can damage the cables, which can later cause fire, electric shock as well as injury.

Before moving the scanner, be sure to disconnect the power plug from the power outlet, and all other data cables. Make sure that the floor is free of any obstructions.

Protect the scanner from static electricity.



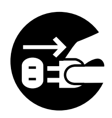
Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner against any static electricity, which can cause the scanner to malfunction.

Avoid any contact when scanner is in use.



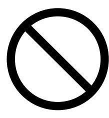
Avoid touching any scanner mechanism during scanning since this may cause injuries.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.



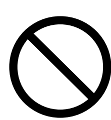
When the scanner is not going to be used for a long period of time, be sure to disconnect the power plug from the power outlet.

Do not install the scanner in direct sunlight.



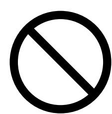
Do not install the scanner under direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, which can cause scanner trouble or even fire. Install the scanner in a well-ventilated location.

Handle documents carefully.



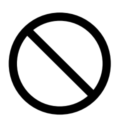
When handling documents, be careful not to cut your fingers with them.

Do not make the scanner wet while carrying it outside.



When carrying the scanner outside while it is raining or snowing, pay special attention so the scanner does not get wet.

Do not place the scanner in areas, which are subject to high levels of shock or vibration.



Do not place the scanner in areas, which are subject to high levels of shock or vibration. Doing so may cause the scanner to malfunction.

Be aware of the pick spring.



When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

Chapter 1

1

Scanner Overview

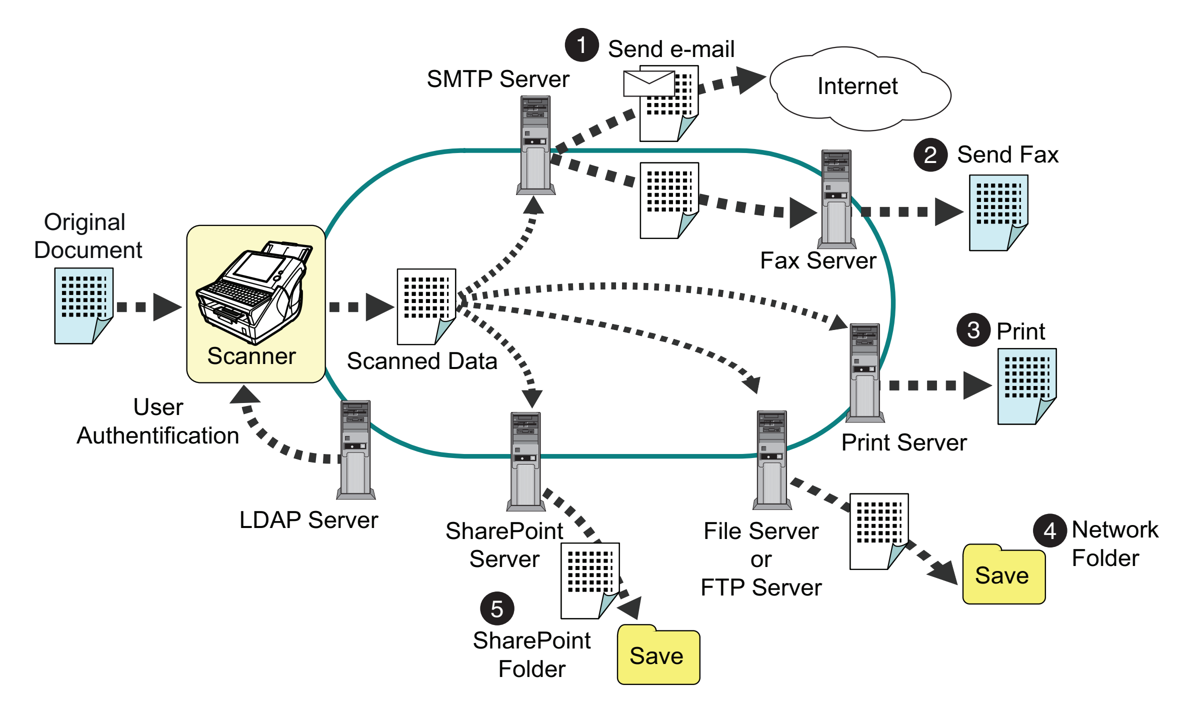
Admin User

1.1 Scanner Features

■ Basic uses for scanned documents

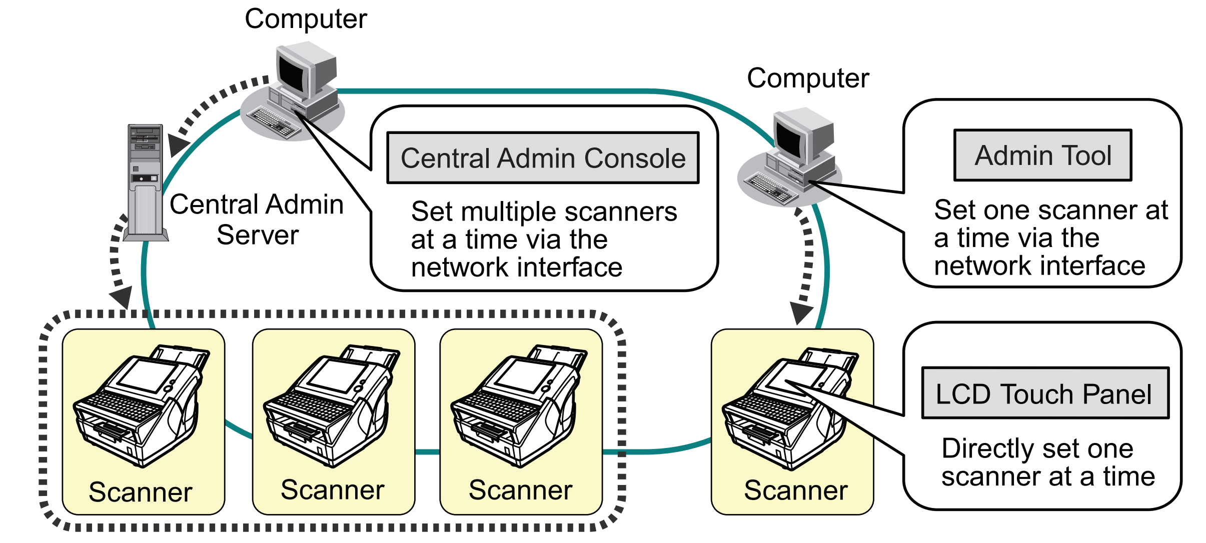
This easy-to-operate network scanner is used to scan documents for further use:

1. Scanned document files can be sent as an e-mail attachment.
2. Scanned document files can be sent by fax.
3. Scanned document files can be printed on a network printer.
4. Scanned document files can be saved in a network folder.
5. Scanned document files can be saved in a SharePoint folder.



■ Configure and manage with ease

Configuration and management of the scanner can be easily performed via the LCD touch panel on the scanner or via the "Admin Tool" or the "Central Admin Console" installed on a computer.



- Admin Tool
  Application that connects to each scanner and configures the scanner settings.
- Central Admin Console
  Application that configures operation settings for multiple scanners, and monitors their operating status.
  This application is used for connecting with Central Admin Server, which manages multiple scanners at the same times.
  For details on Central Admin Console, refer to the Scanner Central Admin User's Guide.

■ Advanced security measures

The following security functions are provided for the scanner.

- Login authentication can restrict user access.
- Scans can be converted to password protected PDF files.
- Scanned data can be protected.

Since the scanner is intended to be shared by multiple users, data privacy is an important factor. The following security measures are used to protect the data against untoward access:

- Encryption
  While it may be temporarily stored in the scanner before being e-mailed, faxed, printed, or saved, the scanned data is always kept in an encrypted form, in order to prevent exposure of data via analysis of the disk contents.
- Scanned data deletion
  After the scanned data has been e-mailed, faxed, printed or saved, the temporary data is deleted. Even if an error interrupts this process, leaving some scanned data in the scanner, this will automatically be deleted at the next start up.
- Key regeneration
  When the user data store is cleared from the scanner, the old cipher key is deleted and a new cipher key is generated. This totally eliminates the possibility of access to any user data remaining in the freed disk space.

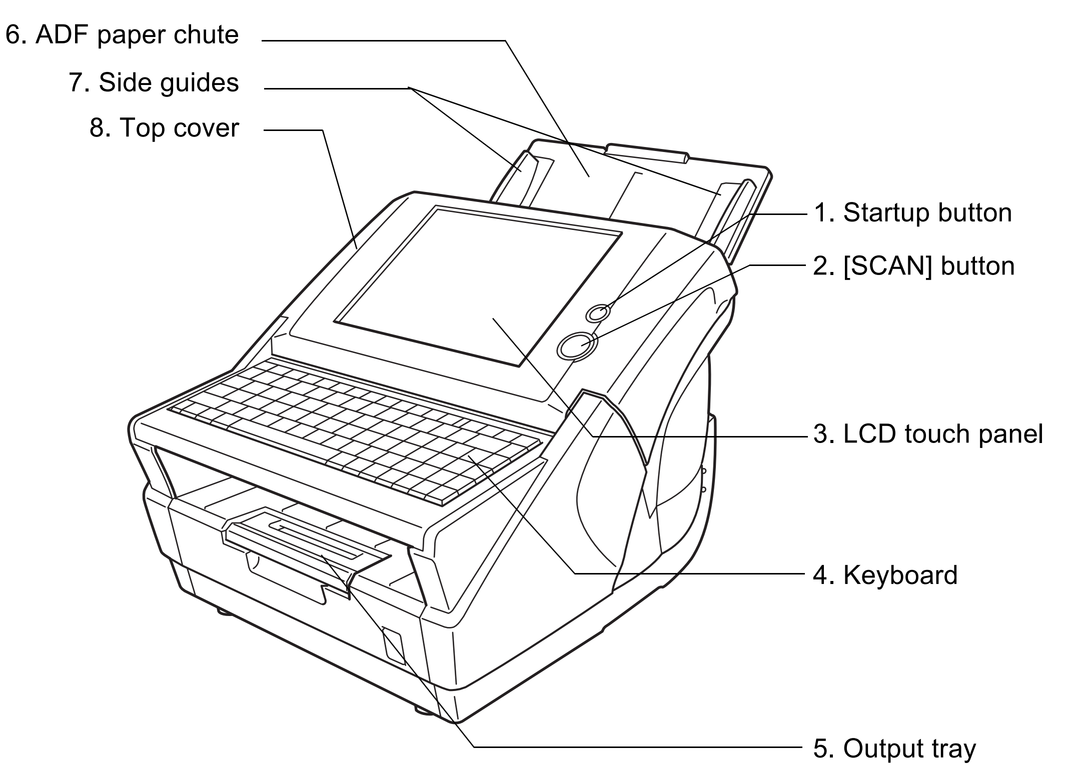
There is no input pathway to the scanner for files via external memory media, and input pathways of files via the network are limited to the minimum. Security patches are provided to protect the scanner against virus attacks. Taking these measures enables the scanner to be protected against virus infection.

1

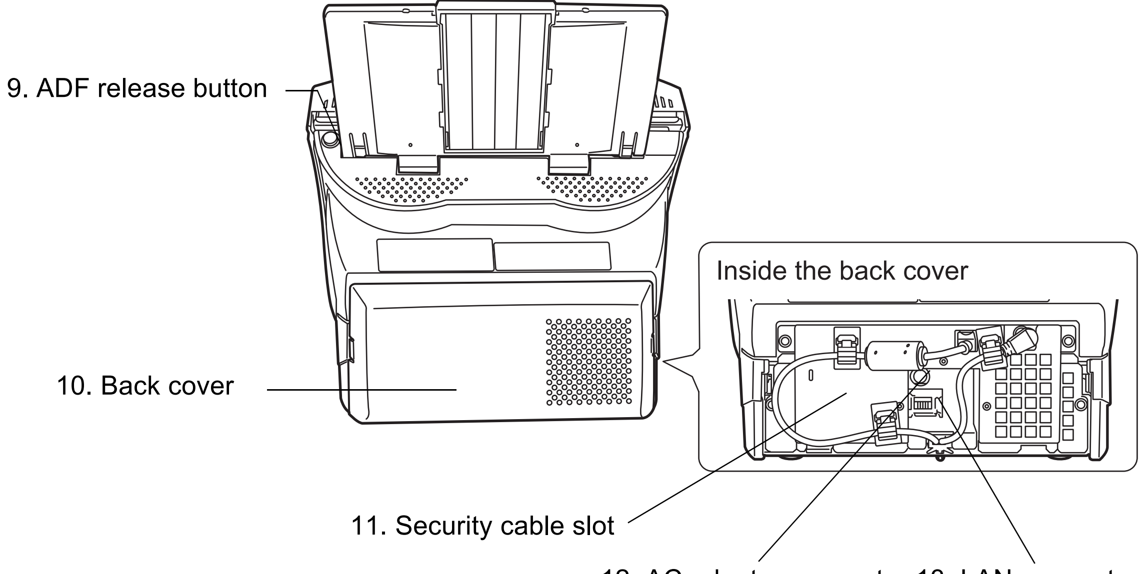
1.2 Part Names and Functions

1.2.1 External Parts

- Front view

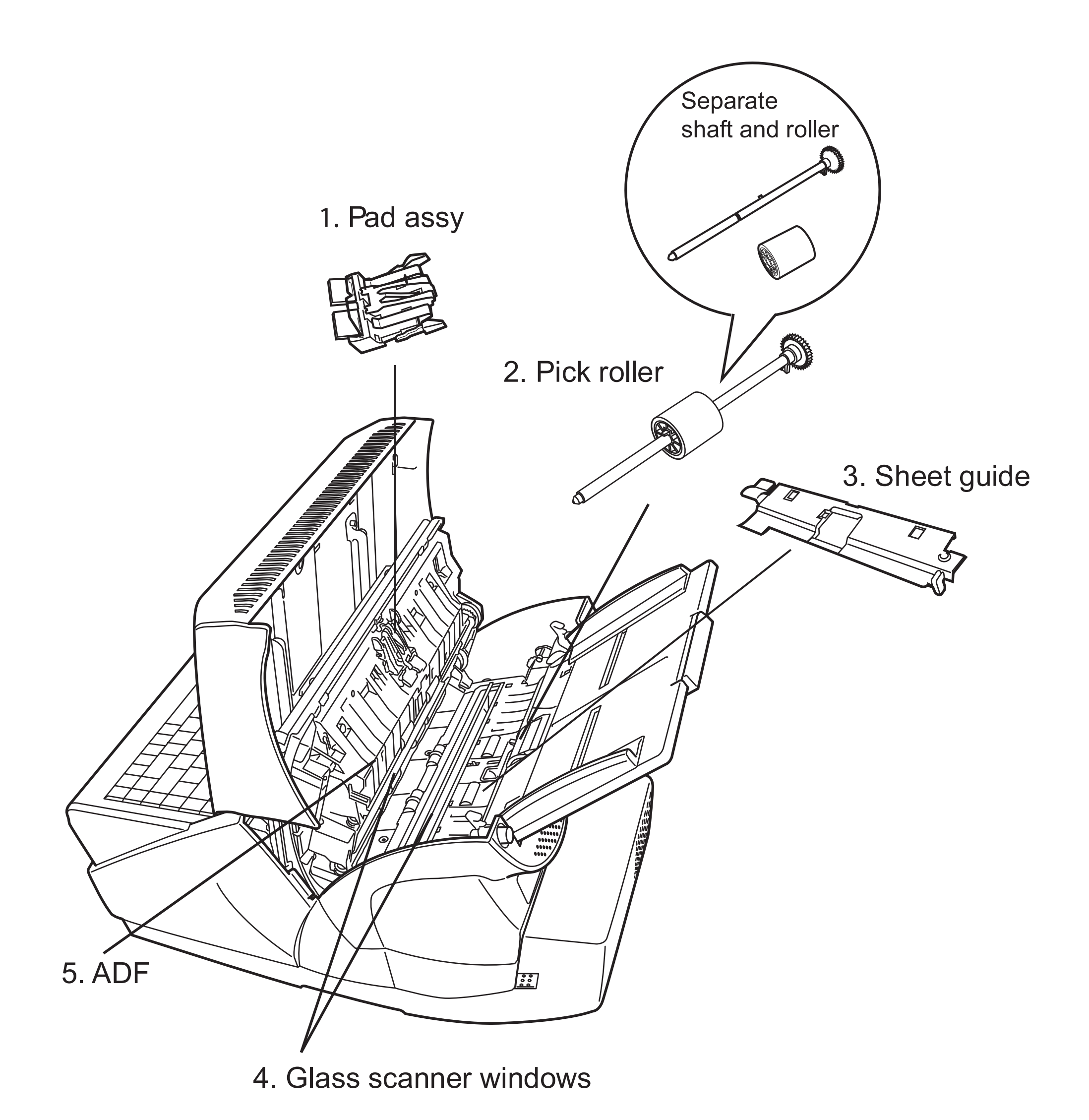


- Rear view



No.	Part name	Function
1	Startup button	Turns on scanner or brings up the "Login" screen from standby mode. For details, refer to "2.2.1 Using the Startup Button" (page 24).
2	[SCAN] button	Starts the scan process. For details, refer to "2.2.2 Using the Top Cover [SCAN] Button" (page 26).
3	LCD touch panel	Accepts user input and displays the scanner control screens. The LCD touch panel buttons are used to setup scans. For details, refer to "2.3 Using the LCD Touch Panel" (page 27).
4	Keyboard	Used to enter text in the control screen input fields. May also be used instead of the LCD touch panel to operate the control screens. For details, refer to "2.4 Using the Keyboard" (page 28).
5	Output tray	Scanned documents are ejected from the ADF onto this tray. Small documents may be retrieved by lifting up the keyboard after scanning has completed.
6	ADF paper chute	Holds the documents waiting to be scanned (scan side down).
7	Side guides	Adjust to the width of the paper, to prevent skewing of the scanned pages.
8	Top cover	Frames the LCD touch panel, and covers the upper scanner/ ADF mechanism. Must be opened to clean inside the scanner, or when replacing consumable parts.
9	ADF release button	Push to unlock the top cover.
10	Back cover	When connecting cables, press the tabs on both sides of the back cover to unlock it, and pull it out from the scanner.
11	Security cable slot	Slot for commercially available security cable to prevent against theft. The following security cable is recommended. Type: Right angle Cylindrical part: diameter 25mm (max), length 50mm (max) (includes bent part if a straight cable is used)
12	AC adaptor connector	Connects the scanner to the AC adaptor.
13	LAN connector	Connects the scanner to the network.

1.2.2 Internal Parts



No.	Part name	Function
1	Pad assy	Help to guide documents from the ADF paper chute to the glass scanner windows.
2	Pick roller	
3	Sheet guide	
4	Glass scanner windows	Place where the documents are scanned.
5	ADF (Automatic Document Feeder)	Drives the documents from the ADF paper chute, past the glass scanner windows, to the output tray.

1.3 User Types and Operations

The scanner functions available after login vary in the following ways for different types of user:

- Administrator
  Can setup and manage the scanner. The administrator can operate via the scanner's LCD touch panel, or via the network interface by using the Admin Tool, or Central Admin Console installed in a computer. With the Central Admin Console, settings pre-defined on the Central Admin Server can be applied to multiple scanners at a time.
- Regular User
  Can scan documents and then send, print, or save the resulting data.

Top Menu Tab /Side Menu Tab	Used to ...	Administrator			Regular User	See ...
		Touch Panel	Admin Tool	Central Admin		
System Settings						
Import Scanner Settings	Import scanner settings	—	—	A	—	(*1)
Screen Calibration	Calibrate the LCD touch panel	A	—	—	—	page 56
Scanner Name	Set the scanner name	A	A	—	—	page 59
Language/Key-board Selection	Set the language	A	A	—	—	page 62
Region/Timezone	Set the region/timezone	A	A	A	—	page 63
Date/Time	Set the date/time	A	A	A (*2)	—	page 64
Standby Mode	Set the standby mode and/or automatic logout	A	A	A	—	page 66
Login Settings	Set the login settings	A	A	A	—	page 68
LAN Manager authentication level	Set the LAN Manager authentication level	A	A	A	—	page 73
Admin Password	Change the admin password	A	A	—	—	page 75
File Names (Save)	Set the file name format used for when saving scanned data	A	A	A	—	page 76
File Names (e-Mail)	Set the file name format used for when attaching scanned data to e-mails	A	A	A	—	page 80
Multifeed Settings	Set the multifeed detection method	A	A	A	—	page 82
Scanner Adjust-ment	Set the offset and magnifi-cation settings	A	A	—	—	page 85
General Scanner Settings	Set general scanner settings	A	A	A	—	page 87
Certificate Man-agement	Manage certificates	A (*3)	A	A	—	page 88

Top Menu Tab /Side Menu Tab	Used to ...	Administrator			Regular User	See ...
		Touch Panel	Admin Tool	Central Admin		
Network Settings						
IP Address	Set the IP address	A	A	—	—	page 90
Admin Network	Set the admin network	A	A	A (*4)	—	page 92
Central Admin Server	Set the Central Admin Server	A	A	A (*5)	—	page 94
DNS Server	Set the DNS server	A	A	A	—	page 98
WINS Server	Set the WINS server	A	A	A	—	page 100
NTP Server	Set the NTP server	A	A	A (*6)	—	page 101
Proxy Server	Set the proxy server	A	A	A	—	page 103
Login LDAP Server	Set the login LDAP server	A	A	A	—	page 105
e-Mail LDAP Server	Set the e-Mail LDAP server	A	A	A	—	page 114
Customize LDAP Search	Customize the LDAP search parameters	A	A	A	—	page 117
SMTP Server	Set the e-mail server (SMTP server)	A	A	A	—	page 122
Fax Server	Set the fax server	A	A	A	—	page 124
Network Printer	Set the network printers	A	A	A (*7)	—	page 125
Network Folder	Set the network folders	A	A	A (*7)	—	page 138
SharePoint Folder	Set the SharePoint folders	—	A	A (*7)	—	page 151
Alert Notification	Set the destination for alert notifications	A	A	A	—	page 155
Ping	Check the network connection with a Ping test	A	A	—	—	page 156
Network Status	Check the network operating status	A	A	—	—	page 158

Top Menu Tab /Side Menu Tab		Used to ...	Administrator			Regular User	See ...
			Touch Panel	Admin Tool	Central Admin		
Device Status							
	System Status	View the system status	A	A	A (*8)	—	page 160
	Installed Options	View the installation status of available options	A	A	A (*8)	—	page 161
	Usage Status	View the usage status	A	A	A (*8)	—	page 162
	Add-in Status	View the Add-in status	A	A	A (*8)	—	page 164
Operation Logs							
	User Log	Manage user logs	A (*9)	A	—	—	page 165
	System Log	Manage the system log	A (*9)	A	—	—	page 168
Maintenance							
	User Data Store	Maintain the user data store	—	A	—	—	page 171
	System Settings File	Maintain the system settings	—	A	—	—	page 177
	System Update	Update the scanner system software/check for released updates	A (*11)	A	A (*10)	—	page 182
	Add-in Software	Install/uninstall an Add-in module	—	A	A (*10)	—	page 186
	Technical Support	Set the information output level	A	A	—	—	page 188
		Obtain technical support	—	A	—	—	page 189
Job Mode Settings							
	Job Sequences	Set a job sequence	—	A	A	—	page 194
	Job Menus	Set a job menu	—	A	A	—	page 212
	Job Groups	Set a job group	—	A	A	—	page 219
e-Mail		Send the scanned data by e-mail	—	—	—	A	page 258
Fax		Send the scanned data by fax	—	—	—	A	page 274
Print		Print the scanned data	—	—	—	A	page 283
Save		Save the scanned data to a network folder	—	—	—	A	page 296

Top Menu Tab /Side Menu Tab	Used to ...	Administrator			Regular User	See ...
		Touch Panel	Admin Tool	Central Admin		
Scan to SharePoint	Save the scanned data to a SharePoint folder	—	—	—	A	page 301
Scan Settings	Set the scan options	—	—	—	A	page 309
Scan Viewer	Enable/disable the scan viewer	—	—	—	A	page 346
Maintenance						
Edit e-Mail Addresses	Edit e-mail targets in the e-mail address book	—	—	—	A	page 271
Edit Fax Numbers	Edit contacts in the fax number list	—	—	—	A	page 281
Roller Cleaning	Clean the ADF	—	—	—	A	page 370
Scan Test	Perform a scan test	—	—	—	A	page 391
Consumable Alert	Indicate when parts need replacing	—	—	—	A	page 380
User Log	Check user operations	—	—	—	A	page 354
Job Menu	Process a job	—	—	—	A	page 357

A: available —: not available

(*1): For the operations, refer to the Scanner Central Admin User's Guide.

(*2): The "Date/Time" input field and [Get Time] button cannot be used.

(*3): Certificates cannot be imported.

(*4): Contents of the SSL Certificate are not shown.

(*5): [Address] or [Port Number] cannot be set.

(*6): Synchronization not possible.

(*7): Printers, folders and SharePoint folders that can be accessed from the Central Admin Server can be set.

(*8): This can be viewed on the Central Admin Console "Scanner Details" window. This cannot be viewed on the scanner settings edit window, which is displayed by pressing the [Edit Scanner Settings] button in the Central Admin Console "Scanner Settings" window.

(*9): The [Download] button is not displayed.

(*10): This can be operated from the Central Admin Console "Scanner Admin Operations" window.
This cannot be operated from the scanner settings edit window, which is displayed by pressing the [Edit Scanner Settings] button in the Central Admin Console "Scanner Settings" window.

(*11): When using the LCD touch panel, the update cannot be performed.

1.4 System Requirements

1.4.1 Requirements for Admin Tool

For use of the Admin Tool, the following requirements apply:

■ Software (English Versions)

- Operating System
  - Windows XP (Service Pack 3 or later)
  - Windows Vista (Service Pack 1 or later)
  - Windows 7
  - Windows 8
  - Windows Server 2003 (Service Pack 2 or later)
  - Windows Server 2008
  - Windows Server 2012
- .NET Framework
  Which .NET Framework is used depends on the operating system.

Operating system	.NET Framework (*1)
Windows XP Windows Vista Windows 7 Windows Server 2003 Windows Server 2008	.NET Framework 2.0 (Service Pack 2 or later) .NET Framework 3.0 (Service Pack 2 or later) .NET Framework 3.5 (Service Pack 1 or later)
Windows 8 Windows Server 2012	.NET Framework 4.5

- Web browser
  - Internet Explorer 6.0 (Service Pack 2) or later (*2)

(*1): If .NET Framework is not installed, it will be notified. Download .NET Framework from the Microsoft Web site and install it into the computer. When installing .NET Framework, check free disk space in advance. For .NET Framework 2.0, approximately 500 MB of free disk space is required.

(*2): For the Admin Tool, confirm that the latest security patch has been applied. If the latest patch has not been applied, downloading operations (such as manual download) may not be possible. For Windows XP, "KB933566" must be applied to Internet Explorer.
If download operations are not possible, clear the [Do not save encrypted pages to disk] check box on [Advanced] of [Internet Options] in Internet Explorer, and then try downloading again.
If the Web browser is Internet Explorer 10, configure [Compatibility View settings] so that the specified URL is displayed in compatibility view.



Make sure that the language settings for the computer where the Admin Tool is installed are the same as the language settings for the scanner.

■ Hardware

- Any computer which runs the supported software
  32MB or more of free memory space
  64MB or more of free disk space
- XGA monitor or better
- LAN cable
- Pointing device (e.g. mouse)

1.4.2 Requirements for Related Servers

For servers that can be linked with the scanner, the following requirements apply.
For the supported versions and editions of each operating system, refer to " How Trademarks are Indicated in This Manual" (page xxiv).

Server	Operating system	Required Function
LDAP Server	Windows 2000 Server	Active Directory
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
	OpenSolaris	OpenLDAP
	Solaris10	
	Red Hat Enterprise Linux	
	SUSE Linux Enterprise Server	
SMTP Server	Windows 2000 Server	SMTP, Exchange
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	SMTP
File Server	Windows 2000 Server	Windows Shared Folder
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
	OpenSolaris	Samba
	Solaris10	
	Red Hat Enterprise Linux	
	SUSE Linux Enterprise Server	
SharePoint Server	Windows Server 2003	SharePoint
	Windows Server 2008	
FTP Server	Windows 2000 Server	FTP
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	

Server	Operating system	Required Function
Print Server	Windows 2000 Server	Windows Shared Printer (*1)
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
DNS Server	Windows 2000 Server	DNS
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
WINS Server	Windows 2000 Server	WINS
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
DHCP Server	Windows 2000 Server	DHCP
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
NTP Server	Windows 2000 Server	NTP
	Windows Server 2003	
	Windows Server 2008	
	Windows Server 2012	
	Red Hat Enterprise Linux	
Fax Server	Windows 2000 Server	RightFax
	Windows Server 2003	
	Windows Server 2008	

(*1): To use as network printer, Windows XP compatible printer driver must be installed.

■ LDAP Server

LDAP (Lightweight Directory Access Protocol) is a protocol for accessing a directory databases over a TCP/IP network. It can be used to administrator networked users e-mail addresses and operating environments.
When connected using encryption (SSL), this is called the "LDAPS Server".
The LDAP server can be used to perform the following:

- User authentication at login
- Finding or entering e-mail addresses in an address book

■ SMTP Server

SMTP (Simple Mail Transfer Protocol) is a protocol for sending e-mail.
The SMTP server can be used to perform the following:

- Sending the scanned data as an e-mail
- Sending the scanned data by fax

■ File Server

The file server shares the disk on a server with other computers on a network, and enables use of the disk from an external computer.
Using this file server enables a scanned image to be saved to a file server network folder.

■ SharePoint Server

SharePoint is the collective name for the elements of an Internet Explorer based document management platform provided by Microsoft.
Using a SharePoint server enables scanned images to be saved to a SharePoint folder on the SharePoint server.

■ FTP Server

The FTP (File Transfer Protocol) is a protocol for transmitting files.
An FTP server which connects with SSL encryption is called an "FTPS Server".
Using this FTP server enables a scanned image to be saved to an FTP server network folder.

■ Print Server

The print server is used to print the scanned data. Printers to be used are set on the print server.



- Windows XP compatible printer drivers must be registered.
- Printer must be able to spool print jobs (to hard disk or memory). Contact your printer dealer if uncertain whether your printer has a spool function.
- Printers that allow the status of print errors to be easily checked (via an LCD control panel, or similar) are recommended.

HINT

For printing, use only printers connected to the print server.

■ DNS Server

A DNS server provides name-resolution which determines IP address corresponding to host name or FQDN.

■ WINS Server

The WINS server handles name registration requests from WINS clients, register their names and IP addresses, and responds to NetBIOS name queries submitted by clients, returning the IP address of a queried name if it is listed in the server database.
In addition, when a DNS name resolution fails, the query can be transferred to the WINS server.

■ DHCP Server

The DHCP server automatically assigns an IP address for this scanner and other client computers.

■ NTP Server

The NTP server is used when a client makes a time query through network.

■ Fax Server

The fax server is used for sending faxes.
This scanner supports the following fax servers:

- RightFax Business Server (Version 9.3)

This fax server can be used to send the scanned data by fax.

1.4.3 Port Number List

Function	From/To	Port Number	Protocol Number
Admin Tool Connection	Admin Tool ➪ Scanner	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
Central Admin Server Connection	Central Admin Server ➪ Scanner	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
	Scanner ➪ Central Admin Server	20444 (HTTP/HTTPS) (*1)	6 (TCP)
DHCP Server	Scanner ➪ DHCP server	67 (DHCP)	17 (UDP)
DNS Server	Scanner ➪ DNS server	53 (DNS)	17 (UDP)
WINS Server	Scanner ➪ WINS server	1512 (WINS)	17 (UDP)
Synchronization	Scanner ➪ SNTP server	123 (SNTP)	17 (UDP)
Proxy Server	Scanner ➪ Proxy server	Free	6 (TCP)
Authentication/e-Mail Address Search	Scanner ➪ LDAP server	389 (LDAP) (*1)	6 (TCP)
		636 (LDAPS) (*1)	6 (TCP)
		3268 (Active Directory Global Catalog) (*1)	6 (TCP)
		3269 (Active Directory Global Catalog over SSL) (*1)	6 (TCP)
Sending e-Mail	Scanner ➪ SMTP server	25 (SMTP) (*1)	6 (TCP)
Sending Fax	Scanner ➪ SMTP server	25 (SMTP) (*1)	6 (TCP)
Print	Scanner ➪ Print server	137,138,139,445 (SMB)	6 (TCP) 17 (UDP)
SharePoint Server	Scanner ➪ SharePoint server	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
FTP Server	Scanner ➪ FTP server	20,21 (FTP) (*1)	6 (TCP)
FTPS Server	Scanner ➪ FTPS server	989,990 (FTPS) (*1)	6 (TCP)
Saving to a Folder	Scanner ➪ File server	137,138,139,445 (SMB)	6 (TCP) 17 (UDP)
Ping	Scanner ➪ Another computer or server	—	1 (ICMP)

(*1): Changing the Port Number is possible

Chapter 2

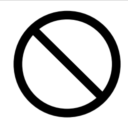
Basic Scanner Operations

Admin User

2

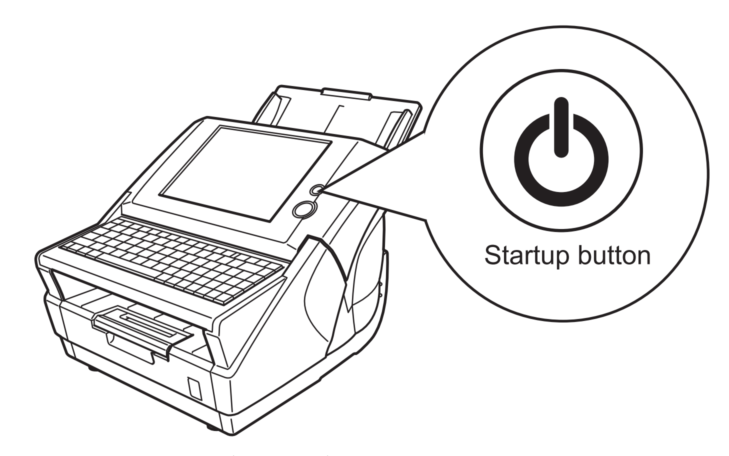
2.1 Turning the Power On/Off

■ Turning the Power On

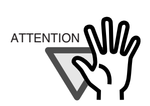


Do not move or shake the scanner when it is turned on.
This can damage the rotating hard disk drive and cause data to be lost.

1. Press the startup button.



⇨ After the system starts up, the "Login" screen appears.



After turning the power off, wait for at least 10 seconds before turning the power back on again.

2

■ Turning the Power Off





Do not turn off the power of the scanner off by pressing and holding down the startup button, as this may cause the scanner to operate abnormally.

1. Press the [Shutdown] button on the "Login" screen.



⇨ A confirmation screen appears.

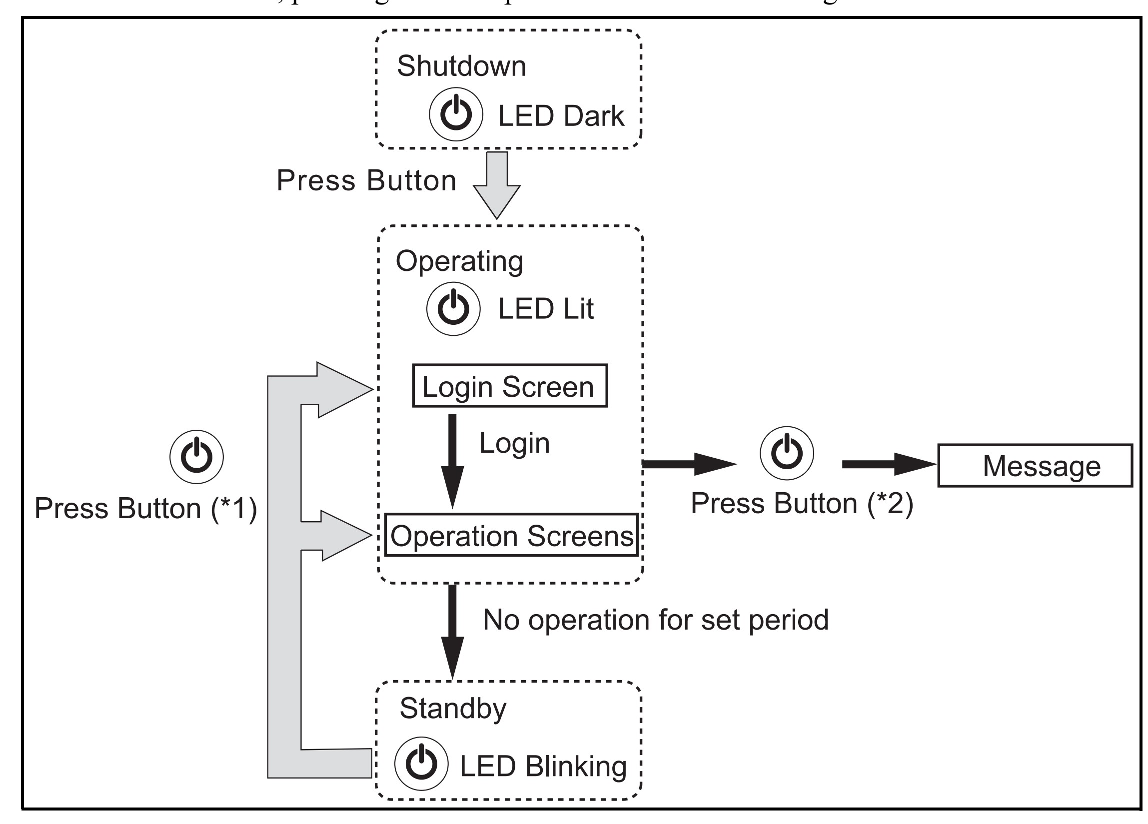
2. Press the [OK] button.

⇨ The scanner power is turned off.

2.2 Using the Scanner Buttons

2.2.1 Using the Startup Button

When the scanner is off or in standby mode, pressing the startup button will start the scanner up and display the login screen.
When the scanner is on, pressing the startup button will show a message.



(*1): Any of the following operations will startup the scanner from standby mode.

- Loading the document in the ADF paper chute.
- Closing the top cover.
- Pressing a keyboard key.

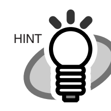
The screen displayed after a re-startup varies according automatic login settings in the following way:

- If automatic login is enabled, the operation screen is displayed.
  However, if "Never" is specified for "Standby after", and automatic login is disabled for the currently logged in user, the login screen is displayed.
- If automatic login is disabled, the login screen in displayed.

(*2):
- When the scanner startup button is pressed while a window displaying the [Shutdown] button is shown, the [Please release the startup button and select shutdown to turn the scanner off.] message appears.
- When the scanner startup button is pressed while a window not displaying the [Shutdown] button is shown, the [Please release the startup button. Can not shutdown scanner because the system is in operation.] message appears.



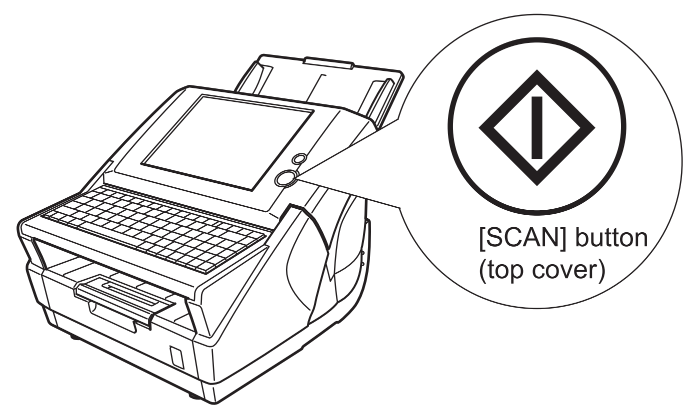
When the scanner is starting up or in standby mode, be careful to never hold the startup button down for 4 seconds, as this will cause the scanner to shutdown. If this happens, saved scanned data may become unusable.
If the startup button is accidentally held down too long, causing the scanner to shutdown, temporally detach the AC adaptor to ensure that the power is completely off.
After turning the power off, wait for at least 10 seconds before turning the power back on again. To shutdown the scanner correctly, press the [Shutdown] button on the "Login" screen.



- The idle time before standby mode entered can be changed. For details, refer to "4.6.6 Setting the Time to Standby Mode" (page 66).
- Automatic login without displaying the "Login" screen is possible. For more details about how to set automatic login, refer to "4.6.7 Setting the Login Method" (page 68).

2.2.2 Using the Top Cover [SCAN] Button

When the icon is displayed in a [Scan] button on the LCD touch panel, either the LCD touch panel [Scan] button or top cover [SCAN] button may be pressed to start the scan.



The LCD touch panel [Scan] button may appear as follows:

- [Scan]
- [Scan & Send]
- [Scan & Print]
- [Scan & Save]
- [Scan More]

2.3 Using the LCD Touch Panel

When using the LCD touch panel, buttons only need to be lightly pressed to select them.
For details how to operate the LCD touch panel, refer to "4.1 Administrator Screens via the LCD Touch Panel" (page 38) or "6.2 Using LCD Touch Panel Screens: Regular User" (page 248).



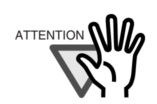
- Do not use a pen or other hard object on the LCD touch panel.
  The LCD touch panel may be damaged.
- If the screen is dirty, this may cause the LCD touch panel to malfunction.
  Clean the screen if it is visibly dirty.
  For details, refer to "7.3 Cleaning the LCD Touch Panel" (page 377).

2.4 Using the Keyboard

Selecting buttons or entering text can also be done on the keyboard.
The keyboard can be used in the following ways:

2.4.1 Using the Keyboard: Administrator

Key	Used to ...
Tab	Switch focus to the next field or button.
Space	Select the button in focus. However, this cannot be used for the [Download], [Get CSV], and [Backup] buttons.
Enter	Set the contents of the current screen. (Used instead of the [OK] button or [Login] button.)
↑↓	Change the value of the numerical input for the field in focus.
Page Up Page Down	Scroll up or down the contents on the screen. (Used instead of the scroll buttons.)



The keyboard cannot be used to select a top or left side menu button. Select buttons in the top menu by pressing the LCD touch panel, or by using the mouse via the network interface.

2.4.2 Using the Keyboard: Regular Users

Key	Used to ...
Tab	Switch focus to the next field or button.
Space	Select the button in focus.
Enter	Set the contents of the current screen. (Used instead of the [OK] button or [Login] button.) (On Search screens, may be used instead of the [Find] button.)
Esc	Return to the previous screen. (On the "Main Menu" screen, may be used instead of the [Logout] button.)
Alt+F4	Shutdown the scanner. (Used instead of the [Shutdown] button on the "Login" screen.)
↑↓	Scroll up or down between items.
Page Up Page Down	Scroll up or down the page on the screen.

2

Chapter 3

Administrator Operations (Overview)

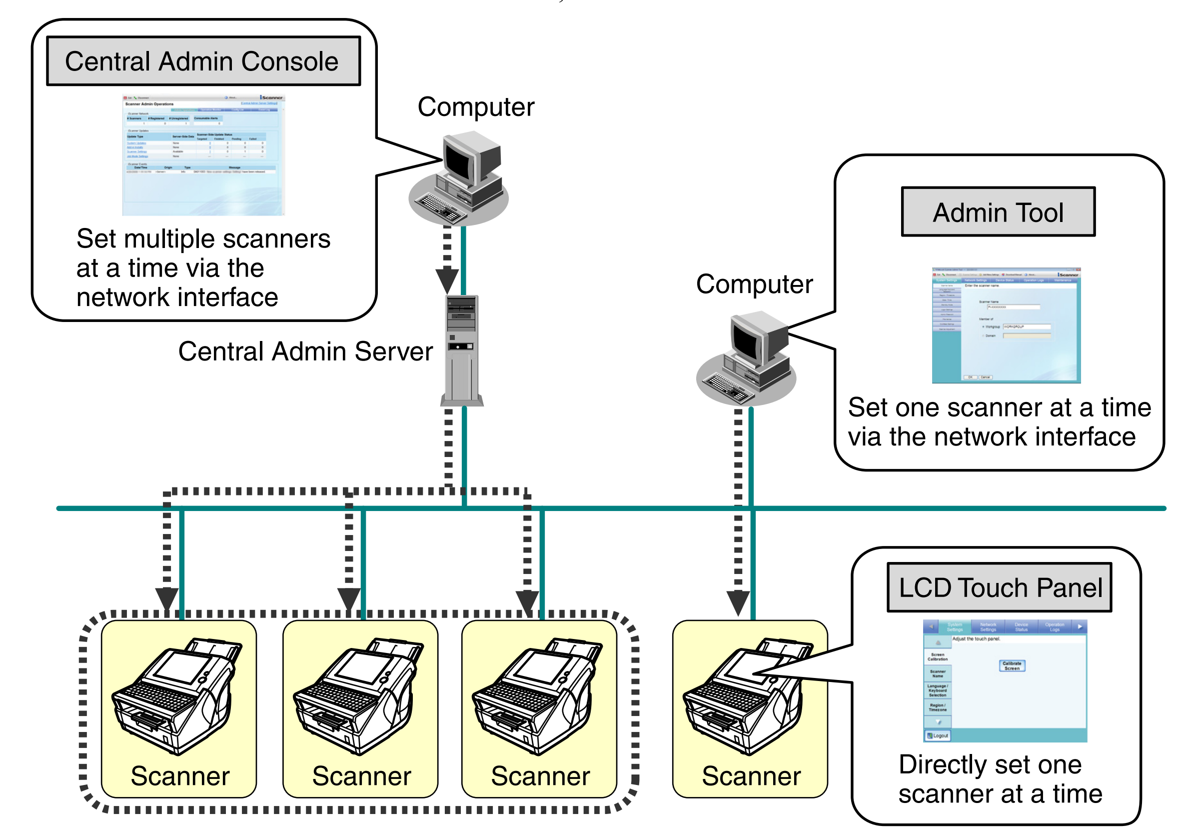
Admin User

3

3.1 Operating and Managing Scanners

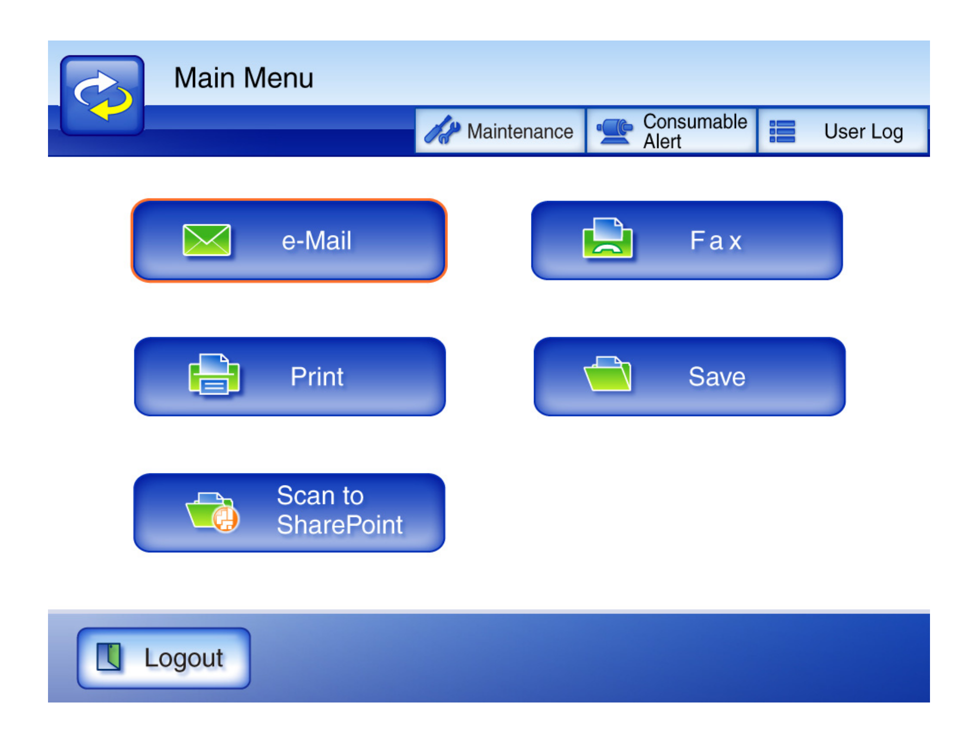
Scanner settings management can be implemented in the following ways.

- LCD Touch Panel
  Scanner settings management can be implemented directly via the scanner's LCD touch panel.
- Admin Tool
  Scanner settings management, and updates can be implemented via the network interface by using the Admin Tool installed on a computer.
  Settings can be performed for one scanner at a time.
- Central Admin Console
  Scanner settings management, and updates can be implemented via the network interface by using the Central Admin Console installed on a computer, for multiple scanners together.
  In this case, settings made with the Central Admin Console are applied to scanners via a Central Admin Server.
  For details on Central Admin Console, refer to the Scanner Central Admin User's Guide.



3.2 Required Scanner Function Settings

Which scanner settings are required differs according to scanner functions to be used.
The function buttons are displayed on the "Main Menu" screen, in accordance with the specified settings.



3

Top Menu	Left Side Menu	e-Mail	Fax	Print	Save	Scan to Share Point	See ...
System Settings							
	Import Scanner Settings	—	—	—	—	—	(*1)
	Screen Calibration	—	—	—	—	—	page 56
	Scanner Name	**N**	**N**	**N**	**N**	**N**	page 59
	Language/Keyboard Selection	—	—	—	—	—	page 62
	Region/Timezone	A	A	A	A	A	page 63
	Date/Time	A	A	A	A	A	page 64
	Standby Mode	—	—	—	—	—	page 66
	Login Settings	—	—	—	—	—	page 68
	LAN Manager authentication level	—	—	—	—	—	page 73
	Admin Password	A	A	A	A	A	page 75
	File Names (Save)	—	—	—	A	A	page 76
	File Names (e-Mail)	A	—	—	—	—	page 80
	Multifeed Settings	—	—	—	—	—	page 82
	Scanner Adjustment	—	—	—	—	—	page 85
	General Scanner Settings	—	—	—	—	—	page 87
	Certificate Management	—	—	—	—	—	page 88

Top Menu							
	Left Side Menu	**e-Mail**	**Fax**	**Print**	**Save**	**Scan to Share Point**	**See ...**
Network Settings							
	IP Address	**N**	**N**	**N**	**N**	**N**	page 90
	Admin Network	—	—	—	—	—	page 92
	Central Admin Server	—	—	—	—	—	page 94
	DNS Server	A	A	A	A	A	page 98
	WINS Server	A	A	A	A	A	page 100
	NTP Server	A	A	A	A	A	page 101
	Proxy Server	—	—	—	—	—	page 103
	Login LDAP Server	A (*2)	A (*2)	A (*2)	A (*2)	A (*2)	page 105
	e-Mail LDAP Server	—	—	—	—	—	page 114
	Customize LDAP Search	—	—	—	—	—	page 117
	SMTP Server	**N**	**N**	—	—	—	page 122
	Fax Server	—	**N**	—	—	—	page 124
	Network Printer	—	—	**N**	—	—	page 125
	Network Folder	—	—	—	**N**	—	page 138
	SharePoint Folder	—	—	—	—	**N**	page 151
	Alert Notification	A	A	A	A	A	page 155
	Ping	—	—	—	—	—	page 156
	Network Status	—	—	—	—	—	page 158

N: Necessary A: Advisable —: Not required
(*1): For the operations, refer to the Scanner Central Admin User's Guide.
(*2): Only necessary if connecting to an LDAP server.

3

Chapter 4

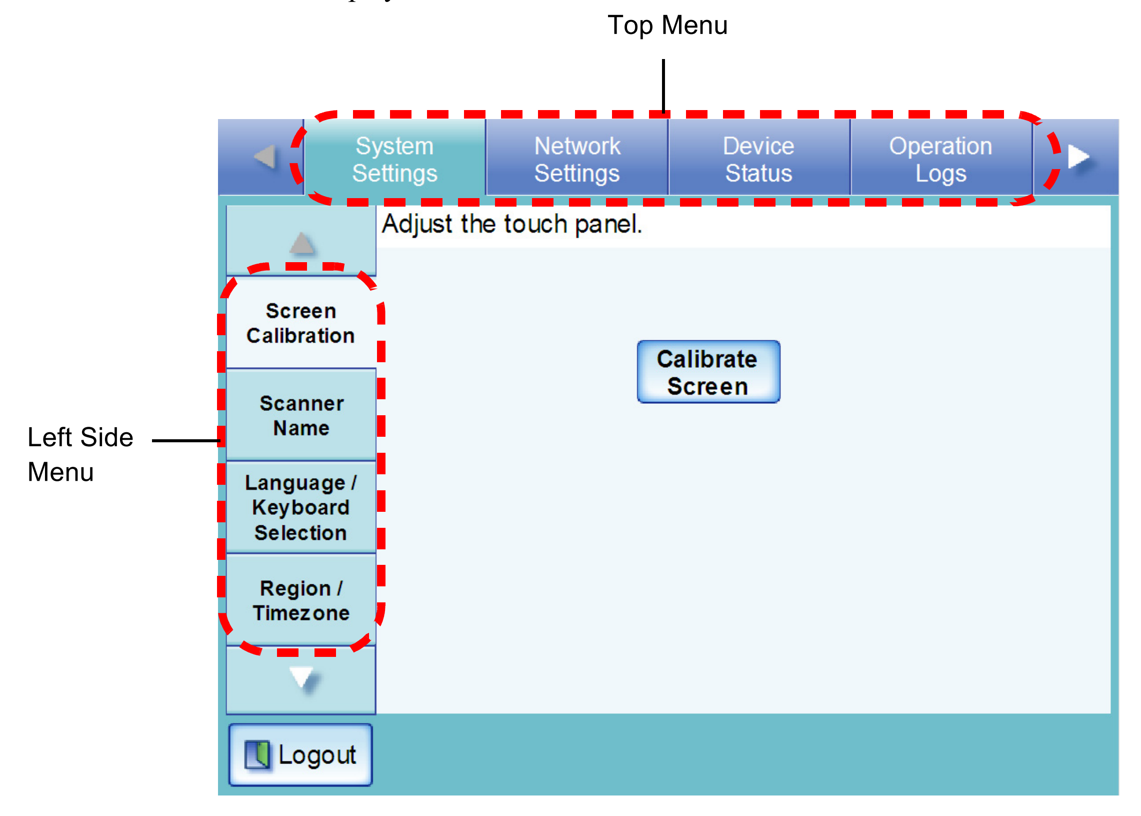
Administrator Operations (LCD Touch Panel and Admin Tool) Admin

This chapter provides an explanation of administrator operations (setting up and managing the scanner) via the scanner's LCD touch panel, or via the network interface using the Admin Tool.
Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "E.1.2 System Log Messages" (page 459).

4

4.1 Administrator Screens via the LCD Touch Panel

On the LCD touch panel screens (administrator), when one of the top menu tabs is selected, the related function tabs are displayed on the left side menu.



Actual icon	Shown in manual as...	Used to ...
	[Left] button, [Right] button	Switch between top menu tabs (scrolling the top menu as necessary).
	[Up] button, [Down] button	Switch between side menu tabs (scrolling the left side menu as necessary).
	[List] button	Display a list of possible selections.
Logout	[Logout] button	Log the current user out.
OK	[OK] button	Accept any changes to the current screen settings.

Actual icon	Shown in manual as...	Used to ...
Cancel	[Cancel] button	Abandon any input to the current screen, and keep present settings and/or return to the previous screen.
On	[On] button	If the button color is yellow, it means that the button is selected.
Off	[Off] button	If the button color is blue, it means that the button is not selected.

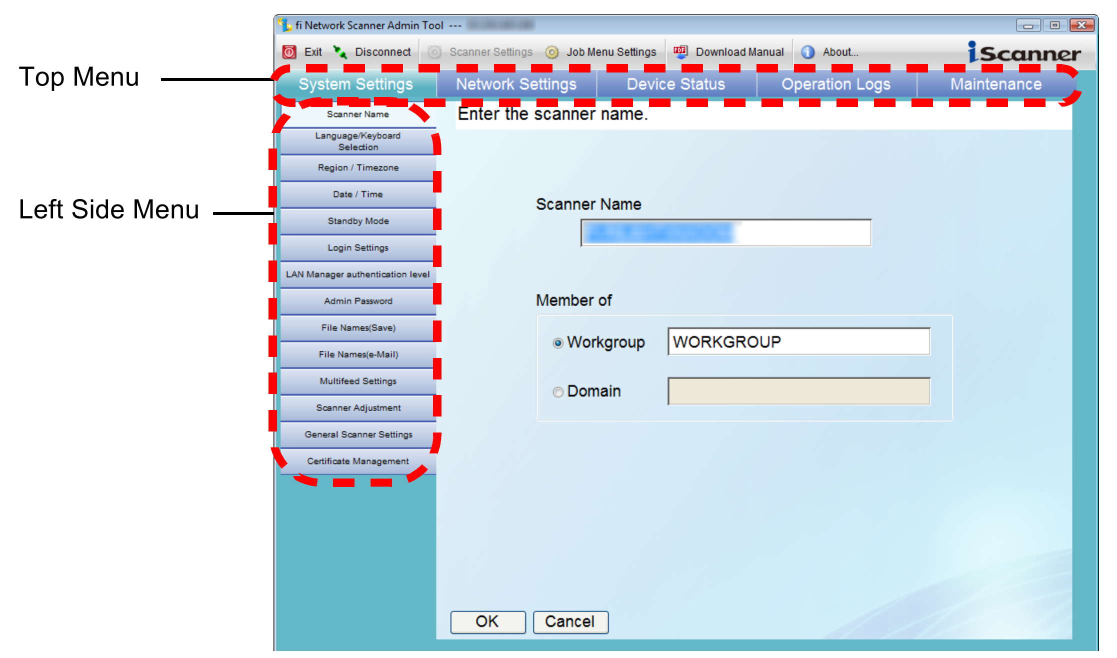
4

4.2 Administrator Screens via the Admin Tool

When using the Admin Tool to access the scanner via its network interface, pressing one of the function buttons at the top of the Admin Tool window causes the related function screen to be displayed in the window.

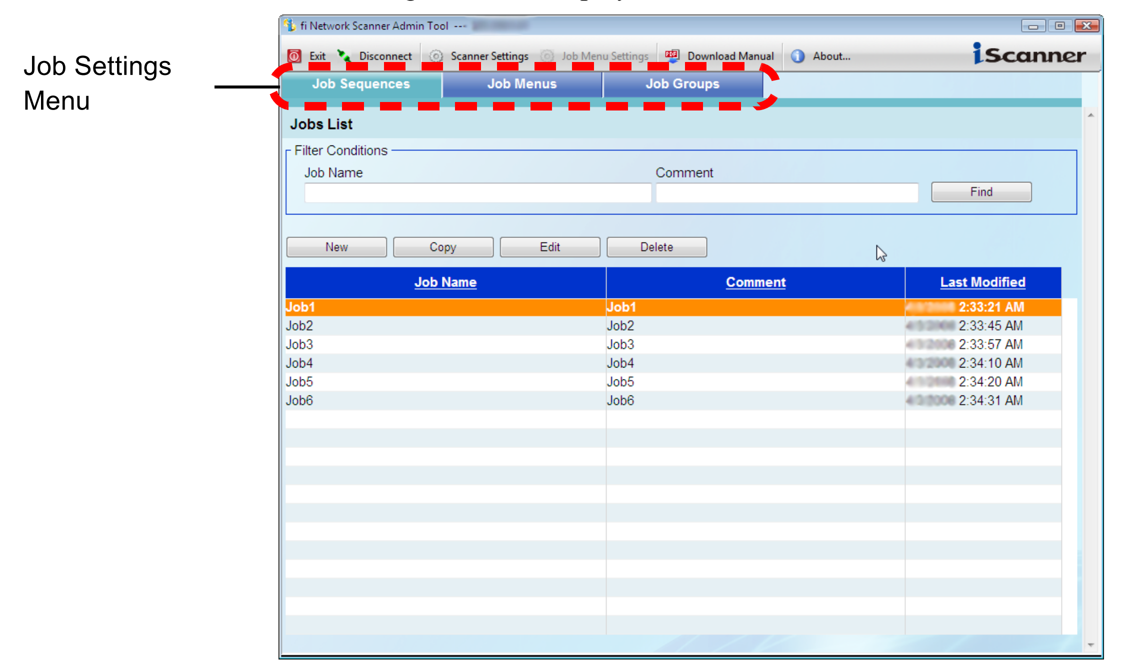
- When the [Scanner Settings] button is pressed

  On the Admin Tool scanner settings screens, when one of the top menu tabs is selected, the related function tabs are displayed on the left side menu.



- When the [Job Menu Settings] button is pressed

  On the Admin Tool job mode settings screens, when one of the Job Settings Menu tabs is selected, the associated settings screen is displayed.

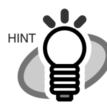


Function button	Shown in manual as...	Used to ...
Exit	[Exit] button	Close the Admin Tool.
Disconnect	[Disconnect] button	Disconnect the connection to a scanner.
Scanner Settings	[Scanner Settings] button	Access the scanner settings top menu.
Job Menu Settings	[Job Menu Settings] button	Access the job menu settings window.
Download Manual	[Download Manual] button	Download the manual.
About...	[About] button	Show the version of the Admin Tool installed.
OK	[OK] button	Accept any changes to the current screen settings.
Cancel	[Cancel] button	Abandon any input to the current screen, and keep present settings and/or return to the previous screen.

4.3 iScanner Administrator Login: via the LCD Touch Panel (Touch Panel)



- If the normal screen display does not appear (for example: an "X" mark appears), wait for a few minutes and try again. If the problem still occurs, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
- If a button is rapidly pressed many times in succession, a "The page cannot be displayed" message may appear. Selecting another tab or reloading the page will refresh the screen.

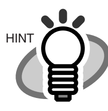


- The user name and initial password for the administrator are as follows:
  User Name: admin
  Password: password
- The scanner setup can be configured by one user.
- Session timeout time is 20 minutes (fixed). The session timeout time is extended by a further 20 minutes for the following:
  - when a tab on the top menu or left side menu is pressed
  - when the [OK] button is pressed

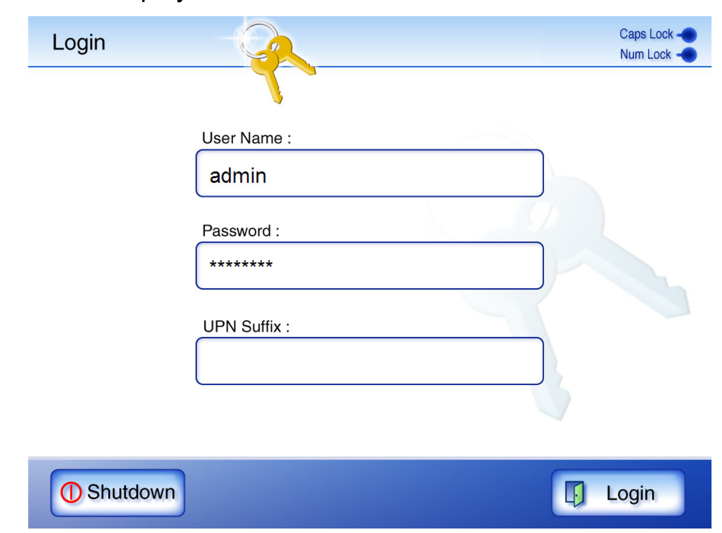
1. Enter a "User Name" and "Password".

Enter "admin" for the user name.
Passwords must be between 7 and 127 characters long.
Alphanumeric characters (case sensitive) and symbols may be entered.





- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
- The "Num Lock" indicator is on if the keyboard's Num Lock is set.
- If "Global Catalog" is selected for the login LDAP server, the "UPN Suffix" input field is displayed.



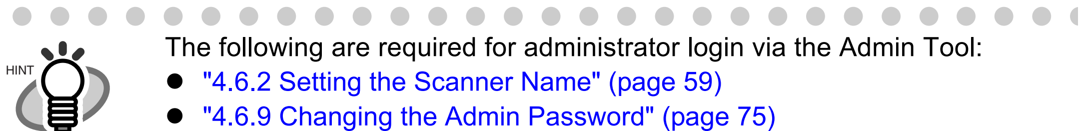
A UPN suffix is not required when logging in as an administrator. Even if entered, it will be ignored.

2. Press the [Login] button.

⇨ If the user name and password are valid, the "System Settings" screen appears.

4.4 Setting up for Administrator Access via the Admin Tool

This section describes the required settings for logging in via the Admin Tool.



The following are required for administrator login via the Admin Tool:

- "4.6.2 Setting the Scanner Name" (page 59)
- "4.6.9 Changing the Admin Password" (page 75)
- "4.7.1 Giving the Scanner an IP Address" (page 90)
- "4.7.2 Setting the Admin Network" (page 92)
- "4.7.4 Setting the DNS Server" (page 98)
- "4.7.5 Setting the WINS Server" (page 100)

4.4.1 Checking the Internet Explorer Cache Settings

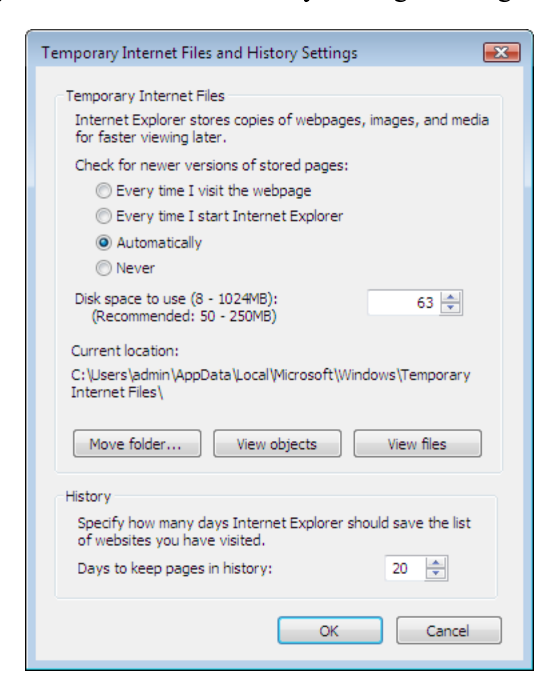
Check the Internet Explorer cache settings.

1. From the Internet Explorer [Tools] menu, select [Internet Options].

   ➪ The "Internet Options" dialog box appears.

2. On the [General] tab, press the [Settings] button on the "Browsing history".

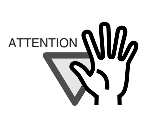
   ➪ The "Temporary Internet Files and History Settings" dialog box appears.



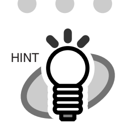
3. For "Check for newer versions of stored pages", select "Automatically".

4. For "Disk space to use", specify 63MB or above.

5. Press the [OK] button.



- Different browser versions may require a different set up procedure.
- Do not use a proxy server setting.



If any updates or service packs are available for Internet Explorer, make sure they are applied.

4.4.2 Setting the Internet Explorer Trusted Sites

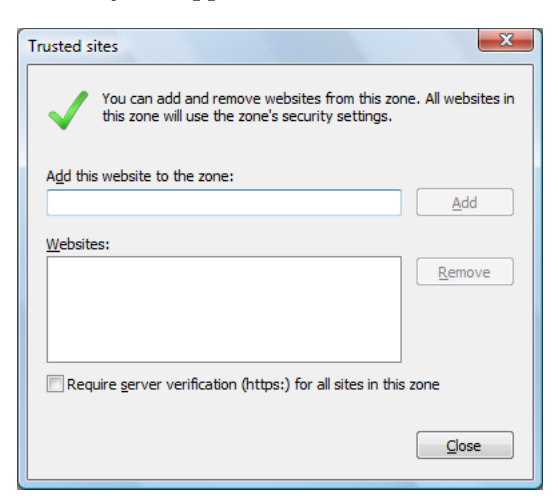
Enter the target scanner URL as Internet Explorer trusted sites.
If not set, connection to a scanner is blocked, and certification cannot be installed.

1. From the Internet Explorer [Tools] menu, select [Internet Options].

   ➪ The "Internet Options" dialog box appears.

2. On the [Security] tab, select [Trusted sites] and press the [Sites] button.

   ➪ The "Trusted sites" dialog box appears.



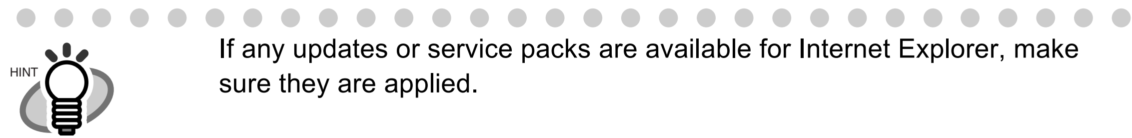
3. Clear the [Require server verification (https:) for all sites in this zone] checkbox.

4. Enter the URL of the scanner in the "Add this website to the zone" field, and press the [Add] button.

   Example: http://IP_address or scanner_name/



Different browser versions may require a different set up procedure.



If any updates or service packs are available for Internet Explorer, make sure they are applied.

4.4.3 Installing the Admin Tool

To setup the scanner via the network interface, install the Admin Tool to your computer.

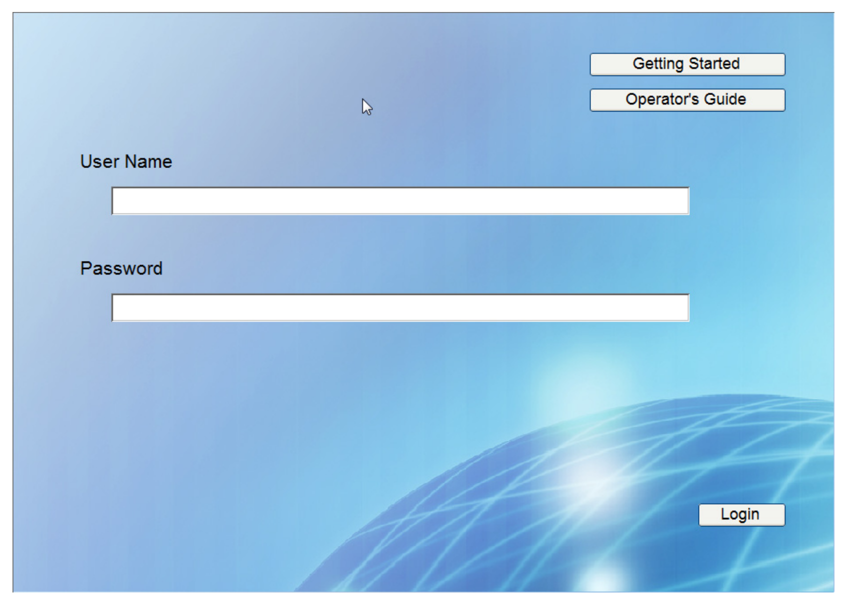
1. According to the settings described in "4.7.2 Setting the Admin Network" (page 92), specify the URL in the following way.

   - SSL is [Off], no port number change
     http://scanner_name or IP_address/
   - SSL is [Off], port number change
     http://scanner_name or IP_address:port_number/
     For port_number, enter the changed port number.
   - SSL is [On], no port number change
     https:// scanner_name or IP_address/
   - SSL is [On], port number change
     https://scanner_name or IP_address:port_number/
     For port_number, enter the changed port number.

   For SSL, the "Security Alert" window is displayed when connecting.
   Press the [Yes] button on the "Security Alert" window.

   ⇨The login screen appears.

2. Enter a "User Name" and "Password".
   Enter "admin" for the user name.
   Passwords must be between 7 and 127 characters long.
   Alphanumeric characters (case sensitive) and symbols may be entered.

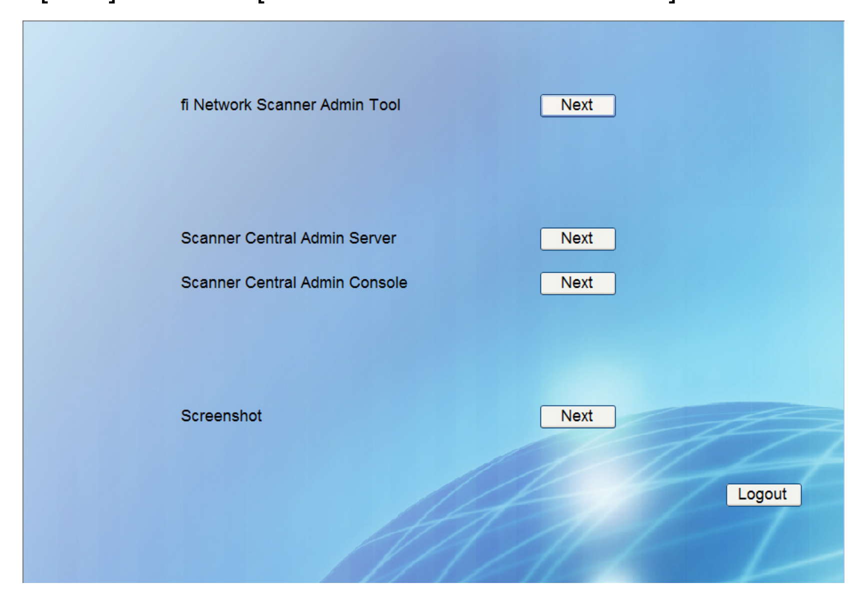


3. Press the [Login] button.

   ⇨ The download screen appears.

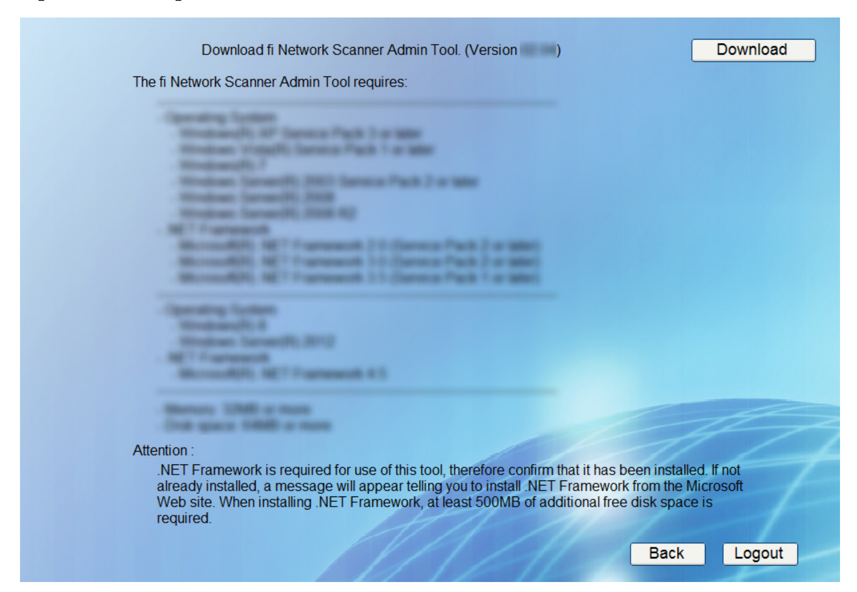
4

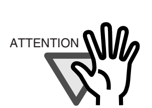
4. Press the [Next] button for [fi Network Scanner Admin Tool].



⇨ The Admin Tool download screen appears.

5. Press the [Download] button.





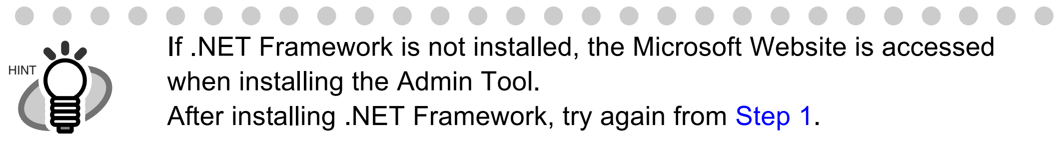
- Downloading is not possible while an administrator or user operation is being processed.
- Do not close the Web browser or logout until installation is complete.

⇨ The "File Download - Security Warning" dialog box appears.

6. Press the [Run] button.

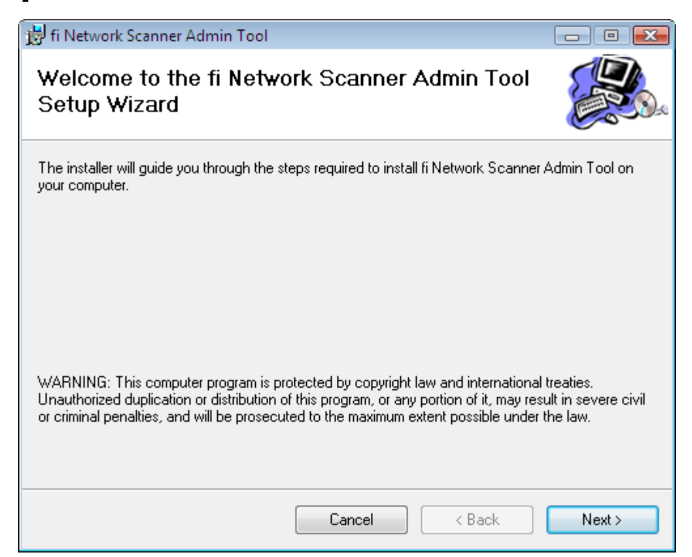


⇨ The fi Network Scanner Admin Tool Setup Wizard appears.



If .NET Framework is not installed, the Microsoft Website is accessed when installing the Admin Tool.
After installing .NET Framework, try again from Step 1.

7. Press the [Next] button.



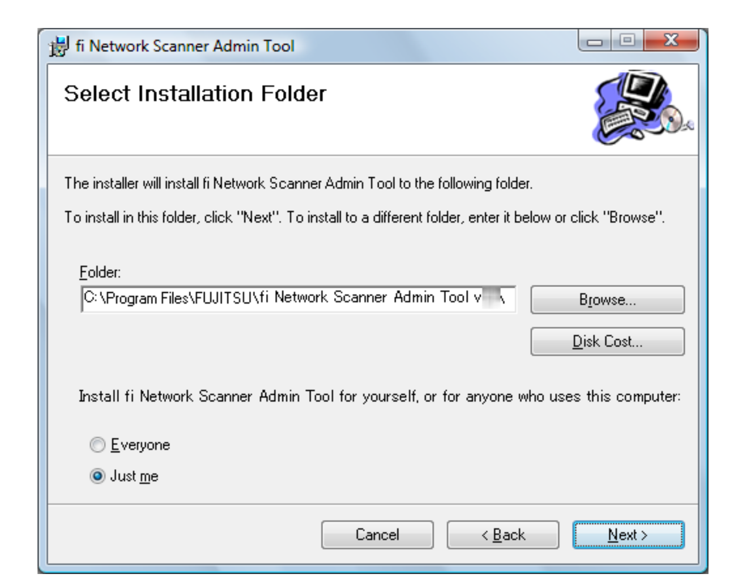
⇨ The "Select Installation Folder" window appears.

8. Specify an installation folder for the Admin Tool.

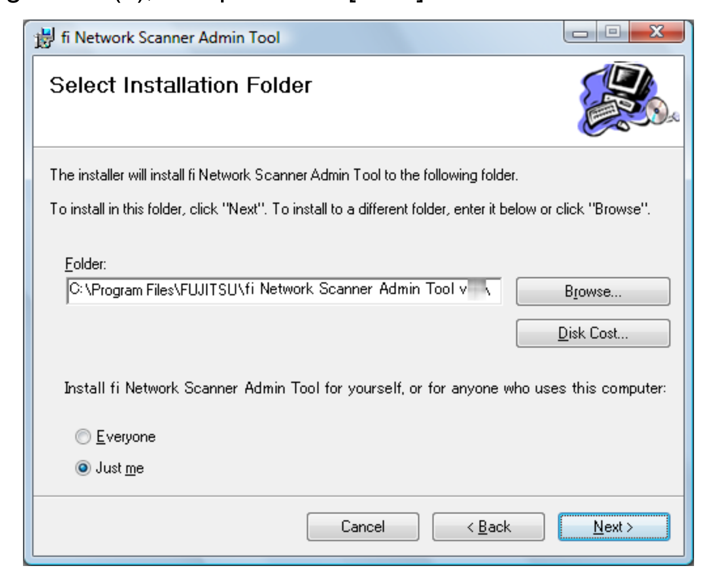
To select a different folder, press the [Browse] button.
To check the free space available for the currently selected folder, press the [Disk Cost] button.



Installation will fail if the length of any installation path (folder path plus installation file name) exceeds 259 characters. Select an installation folder that respects this limit.



9. Select the target user(s), and press the [Next] button.



⇨ Follow the prompts of the install wizard windows until a "fi Network Scanner Admin Tool has been successfully installed" message indicates that the installation has completed. Press the [Close] button.

⇨ When the installation is completed, logout of the scanner, and close the Web browser.

⇨ The Admin Tool should now be usable.
Select the [Start] button, select the [All Programs] - [fi-scanner V2] sub-menu, and then select on the [fi Network Scanner Admin Tool].

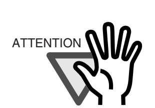
4



- If this tool has already been installed, skip to section "4.5 iScanner Administrator Login: via the Admin Tool" (page 53) for details about Admin Tool operations.
- From the Web browser [Tools] menu, select [Internet Options], and note the following points about the settings shown on the "Internet Options" dialog box.
  - In the [Accessibility] dialog box shown when selecting the [Accessibility] button on the [General] tab, do not change the formatting and user style sheet settings. If these settings are changed, the displayed style of the Admin Tool may be corrupted.
  - In the "Language Preference" dialog box shown when selecting the [Languages] button on the [General] tab, move the same language as for the Central Admin Server operation system to the top. If a different language is specified, a problem may occur with the input or displays for the Admin Tool.
  - On the [Security] tab, if "Security level for this zone" is set to "High", part of the Admin Tool screen may not be correctly displayed.
    In this case, on the [Security] tab, add the scanner or Central Admin Server to the trusted site zone and select the [Default Level] button. Or select the [Custom Level] button and set [Binary and script behaviors] to "Enable".
- When the font size is large, part of the dialog box may not be shown correctly. In this case, use a smaller font size.

4.4.4 Uninstalling the Admin Tool

This description uses Windows Vista as an example.
Uninstall the Admin Tool from [Control Panel] - [Programs] - [Programs and Features] in the computer in which it is installed.

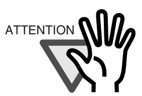


Close the Admin Tool before uninstalling. If the Admin Tool is uninstalled while still open, normal operation of the open Admin Tool is not guaranteed.

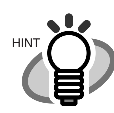
4.5 iScanner Administrator Login: via the Admin Tool



The Admin Tool can be set up to manage the scanner via a computer.
This section explains how to login using the Admin Tool.



- If the normal screen display does not appear (for example: an "X" mark appears), wait for a few minutes and try again. If the problem still occurs, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
- If a button is rapidly pressed many times in succession, a "The page cannot be displayed" message may appear. Selecting another tab or reloading the page will refresh the screen.



- For details about setting up to manage the scanner via a computer, refer to "1.4.1 Requirements for Admin Tool" (page 14).
- The user name and initial password for the administrator are as follows:
  User Name: admin
  Password: password
- The scanner setup can be configured by one user.
- Session timeout time is 20 minutes (fixed). The session timeout time is extended by a further 20 minutes for the following:
  - when a tab on the top menu or left side menu is pressed
  - when the [OK] button is pressed

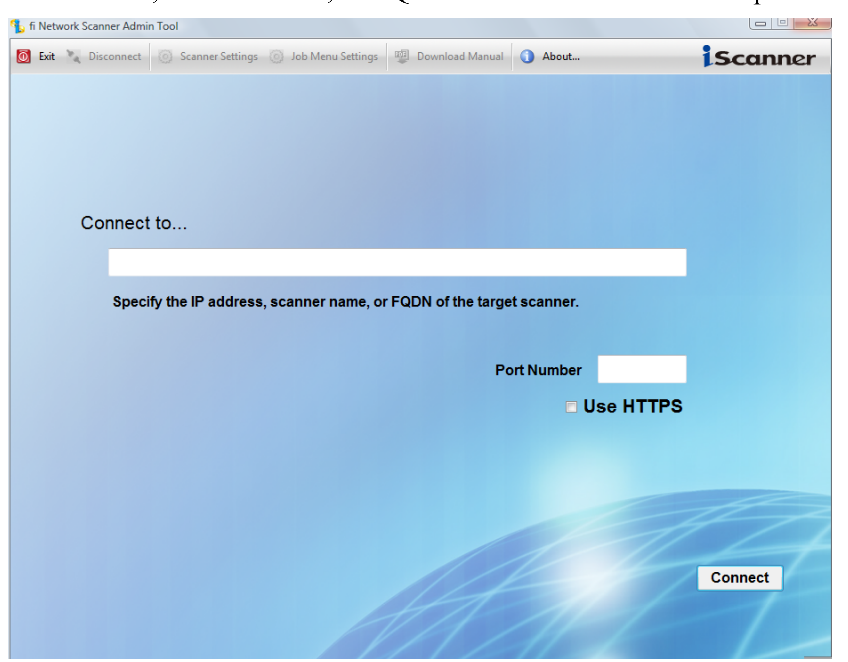
  Also, when [Secure initialize] is performed on the [System Settings File] window, the session timeout time is extended until the process is complete, because the [Secure initialize] process takes longer than 20 minutes.

4

1. From the [Start] menu, point to [All Programs]-[fi-scanner V2], and then select [fi Network Scanner Admin Tool].

   ⇨ The Admin Tool is started.

2. Specify the "Connect to" (of the scanner).
   Enter the IP address, scanner name, or FQDN for the scanner to be setup or managed.





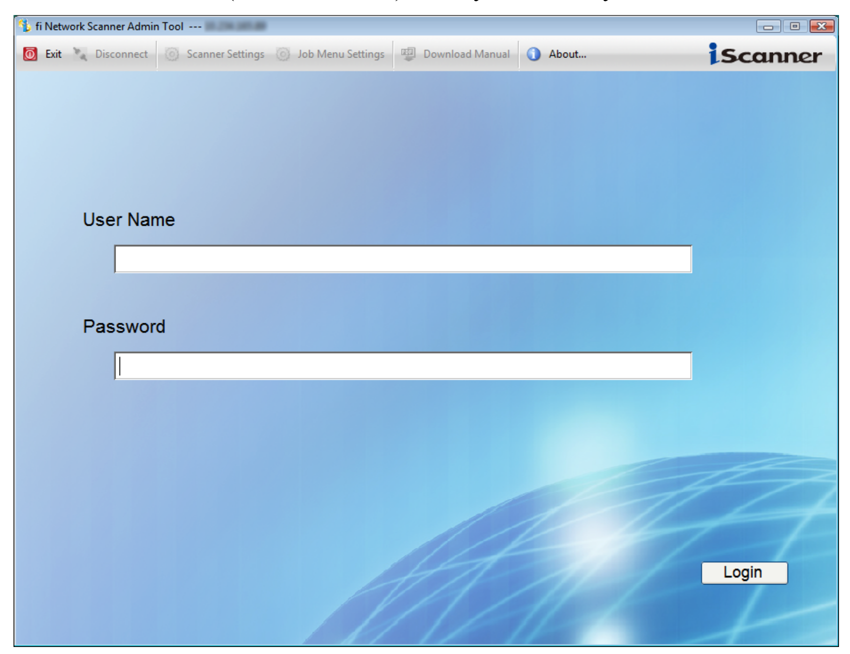
- If the port number was changed in "4.7.2 Setting the Admin Network" (page 92), enter the port number changed for Port Number.
- When trying to connect with a port number other than the specified number, it will take up to 20 seconds before a connection error occurs.
- To use SSL, select the [Use HTTPS] checkbox.
- If the Admin Tool is started while there is insufficient free memory, a script error may occur. Try again after ensuring that there is enough free memory.

3. Press the [Connect] button.

   ⇨ The login screen appears.

4. Enter a "User Name" and "Password".

Enter "admin" for the user name.
Passwords must be between 7 and 127 characters long.
Alphanumeric characters (case sensitive) and symbols may be entered.



5. Press the [Login] button.

⇨ If the user name and password are valid, the "System Settings" screen appears.

4.6 Using the System Settings Menus

4.6.1 Calibrating the LCD Touch Panel Touch Panel

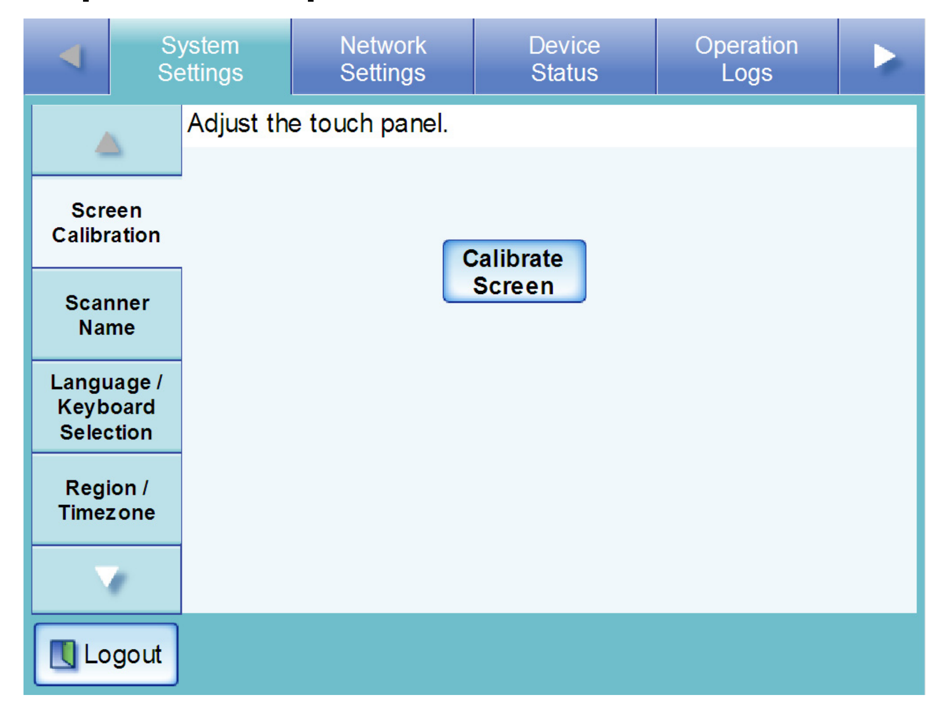
This should be done when the LCD touch panel responses seem out of alignment with the positions of objects on the LCD screen.

1. Select the [System Settings] tab on the top menu.

2. Select the [Screen Calibration] tab on the left side menu.

   ⇨ The "Screen Calibration" screen appears.

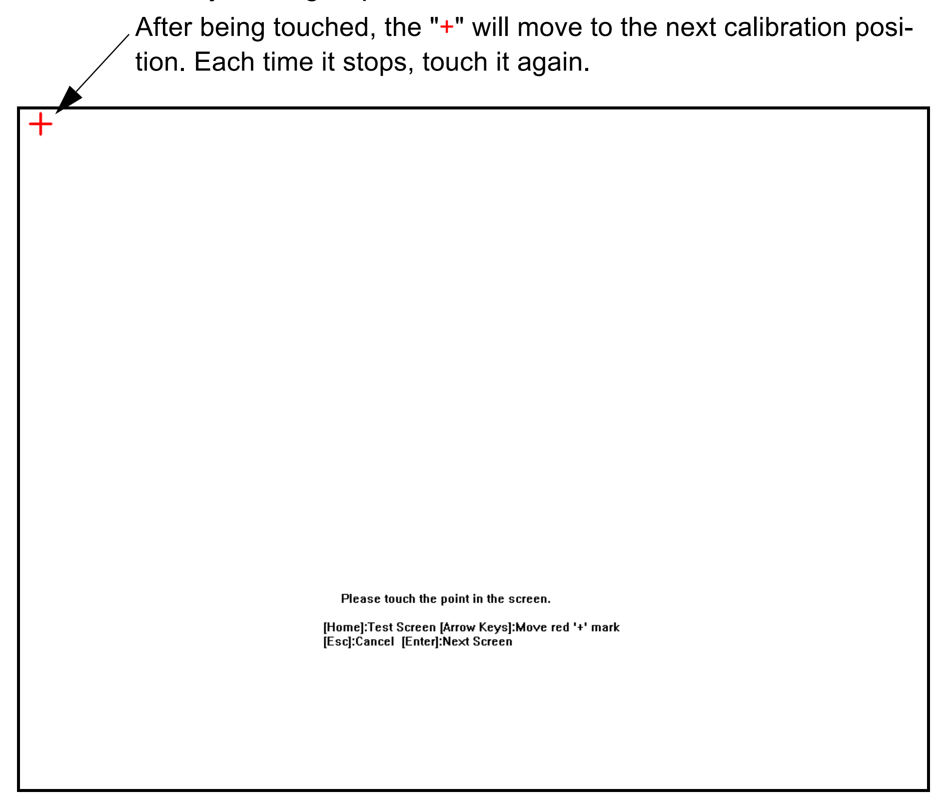
3. Press the [Calibrate Screen] button.



⇨ A blank calibration screen appears, with a red "+" (adjustment mark) in the top-left corner.

4. Touch the "+" with your fingertip.

After being touched, the "+" will move to the next calibration position. Each time it stops, touch it again.

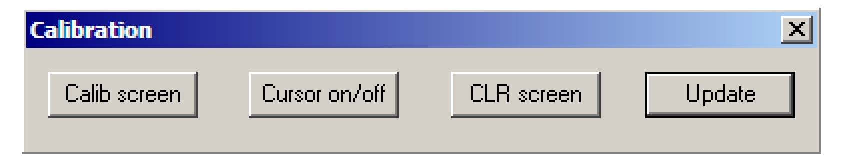




The keyboard may also be used on the calibration screen:

- Press the [Home] key to jump straight to the post-calibration test screen.
- Use the [←] [↑][↓][→] to move the "+" to a different calibration point. This allows a bad touch to be redone.
- Press the [Esc] key to stop the calibration process and return to the "Screen Calibration" screen.
- Press the [Enter] key to close the error dialog. (Not normally needed.)

Repeat until the test screen appears, with the following "Calibration" dialog box:



5. Trace a line on the screen with your fingertip.

   ⇨ A corresponding line will appear on-screen.

   If the line does not appear correctly, press the [Calib screen] button to return to Step 4.
   If the screen becomes cluttered, press the [CLR screen] button to remove all the lines.
   The [Cursor on/off] button cannot be used.

6. When you are satisfied with the touch screen response, press the [Update] button.

   ⇨ This saves the current calibration data, completing the calibration process, and returns you to the "Screen Calibration" screen.



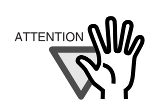
If the calibration is not performed carefully, or the [Enter] key is pressed before all the calibration points have been touched, the following error message may appear:

```
Parameter Error. Please input, again
```

Press the [Enter] key to dismiss the error dialog, and perform the calibration from Step 4 again, being careful to touch each calibration point accurately.

4.6.2 Setting the Scanner Name 

A scanner name may be set to provide a network alias for the device.

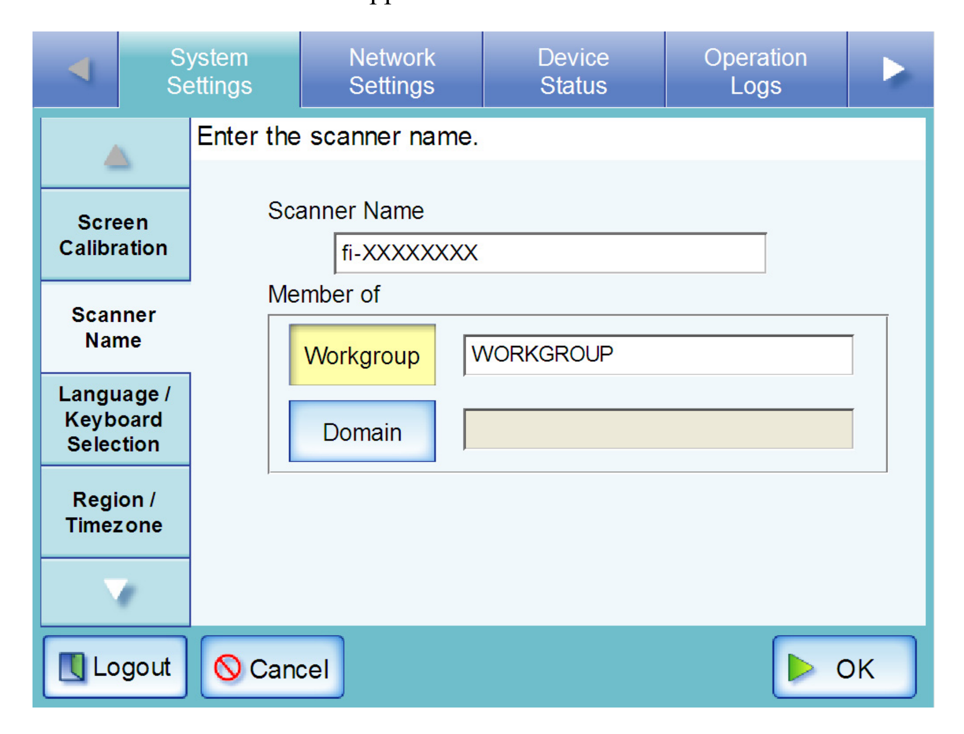


Do not use a name already being used in the network.
Name duplication will cause a network connection error. For more details about how to deal with such errors, refer to "E.1.1 Administrator Screen Messages" (page 445).

1. Select the [System Settings] tab on the top menu.

2. Select the [Scanner Name] tab on the left side menu.

   ⇨ The "Scanner Name" screen appears.



3. Enter a Scanner Name.

   Scanner names may be up to 15 characters long.
   Alphanumeric characters (case sensitive) and hyphens may be entered.
   Scanner names cannot consist of numerical characters only.
   A hyphen cannot be used as the first character of a scanner name.

4

4. Specify the scanner as a workgroup or domain member.
   - For a workgroup
     Press the [Workgroup] button, and enter a workgroup name.
     Workgroup names may be up to 15 characters long.
     The default name is "WORKGROUP".
   - For a domain
     Press the [Domain] button and enter a domain name.
     Domain names may be up to 155 characters long.

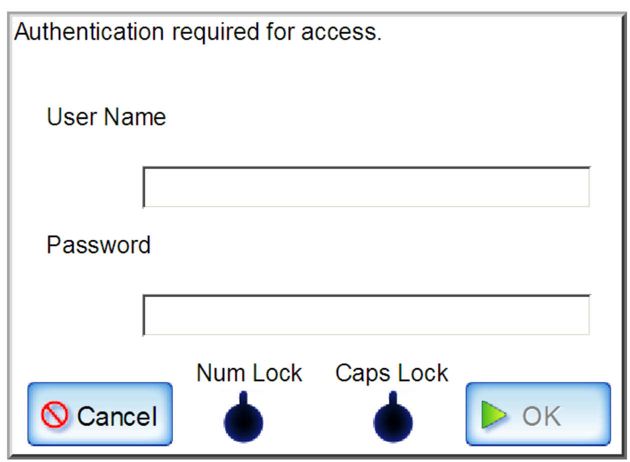
5. Press the [OK] button.

   ➪ The restart confirmation screen appears.



In the following case, the authentication screen appears.

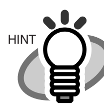
- When specifying the scanner as a domain member
- When changing the name of a scanner that is a member of a domain



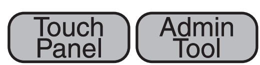
1. Enter a user name.
   User names may be up to 256 characters long. Check the required authentication information when adding to a domain, and enter a user name which can be added to the domain.
2. Enter a password.
   Passwords may be up to 256 characters long (case sensitive).
3. Press the [OK] button.
   If the user name and password are valid, the restart confirmation screen appears.

6. Press the [Now] button.

⇨ The system is restarted.



- If the new scanner name is the same as another device name already in use on the network, communication problems will occur. In this case, try the following steps:
  1. Disconnect the LAN cable, and press the [Shutdown] button on the LCD touch panel to turn the scanner off.
  2. Reboot the scanner with the LAN cable disconnected, and enter a non-duplicate scanner name.
  3. Reboot the scanner again.
  4. Re-connect the LAN cable to the scanner.
- The connection will be lost if the scanner name is changed via the network interface. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.

4.6.3 Setting the Language 

1. Select the [System Settings] tab on the top menu.

2. Select the [Language/Keyboard Selection] tab on the left side menu.

   ➪ The "Language/Keyboard Selection" screen appears.





You can select whether or not to display this screen again at the next scanner startup. To display the screen again, for "`Show the "Language/Keyboard Selection" screen at next start up?`", press the [Yes] button. To not display this screen at next start up, press the [No] button.

3. Press the [List] button for the "Language" input field.

   ➪ A list of languages appears.

4. Select a language.

   Select the desired language for the operating environment.

   ➪ This returns to the "Language/Keyboard Selection" screen.

5. Press the [OK] button.

   ➪ A language setting confirmation message appears in the selected language.

6. Press the [OK] button.

   ➪ The system is restarted.

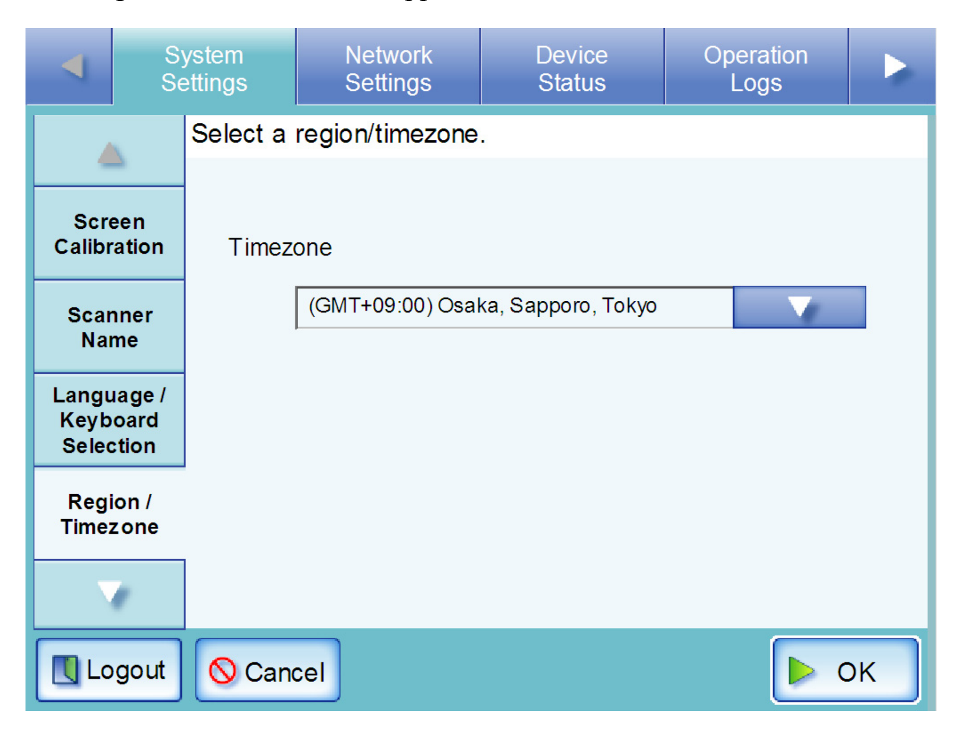
4.6.4 Setting the Region/Timezone



1. Select the [System Settings] tab on the top menu.

2. Select the [Region/Timezone] tab on the left side menu.

   ➪ The "Region/Timezone" screen appears.



3. Press the [List] button for the "Timezone" input field.

   The default timezone is "(GMT+09:00) Osaka, Sapporo, Tokyo".

   ➪ A list of timezones appears.

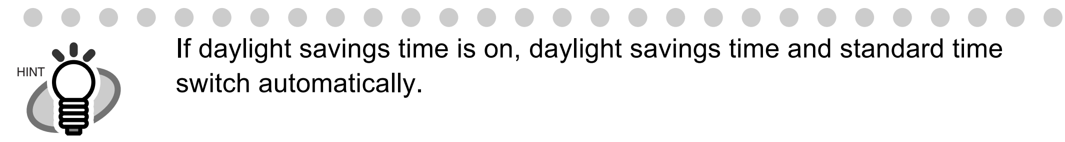
4. Select a timezone.

5. Select whether "Daylight Savings Time" should be on or off.

   This option is not shown for timezones where daylight savings time is not used.

6. Press the [OK] button.

   ➪ The Region/Timezone is set.



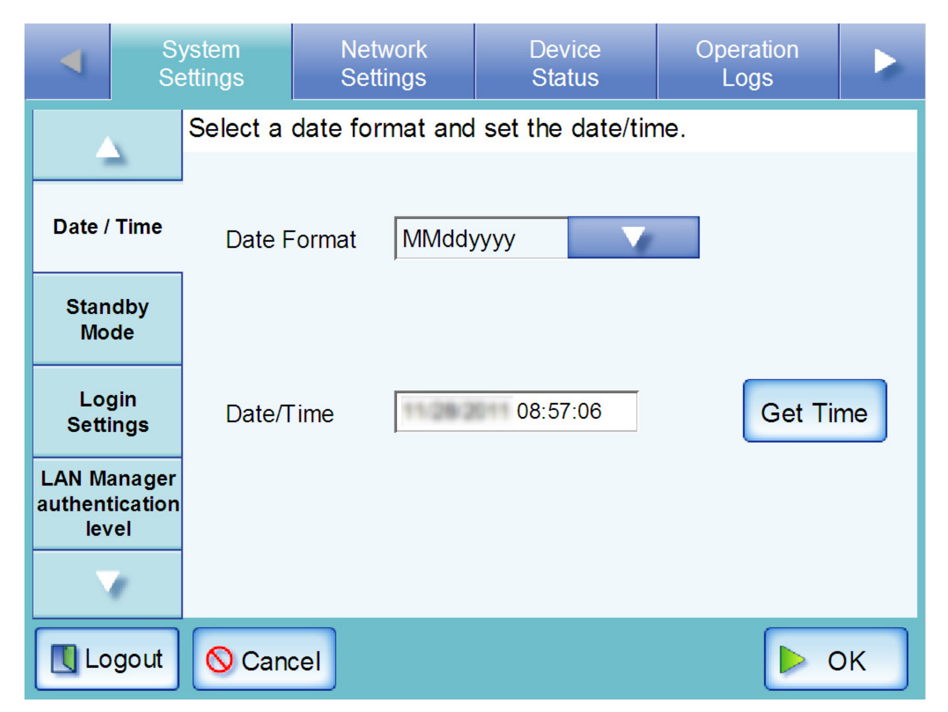
If daylight savings time is on, daylight savings time and standard time switch automatically.

4.6.5 Setting the Date/Time 

1. Select the [System Settings] tab on the top menu.

2. Select the [Date/Time] tab on the left side menu.

   ➪ The "Date/Time" screen appears, with the date/time of the screen display shown in [Date/Time].



   For Central Admin Console, the "Date/Time" input field and [Get Time] button cannot be used.

3. Press the Date Format [List] button.

   ➪ A date format list appears.

4. Select a date format.

   This date format is applied to the date/time when it is used to name scan data files and the date shown on screens.

5. Enter the current date and time in the "Date/Time" input field.

   The date and time shown are those current for when the "Date/Time" tab on the left side menu was selected.
   The limit of the date/time range that can be entered is "December 31st 2037, 23:59:59".
   When entering a one digit number for date and time, such as for January, prepend "0" and enter "01" in the input field.

6. Press the [OK] button.

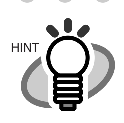
   ⇨ The date and time are set.



- Pressing the [Get Time] button refreshes the current value of the internal system date/time.
- For the Admin Tool, an adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout. However, the specified time adjustment will be made.

4.6.6 Setting the Time to Standby Mode 

The scanner can be set to automatically log out and then enter a standby state after specified periods of non-use.
For any screen after regular user login, if no operations have been performed for the specified "Logout after" period of time, the scanner automatically logs the user out.



The scanner will not logout while the following operations are ongoing:
- Scanning documents
- e-Mailing a scan
- Faxing a scan
- Printing a scan
- Saving a scan

When logged in as a regular user, if no operations are performed for the specified "Standby after" period of time, the scanner enters standby mode. The LCD touch panel is switched off when the scanner enters standby mode.
When the startup button is pressed, the scanners will startup from standby mode.
The screen displayed after a re-startup varies according automatic login settings in the following way:

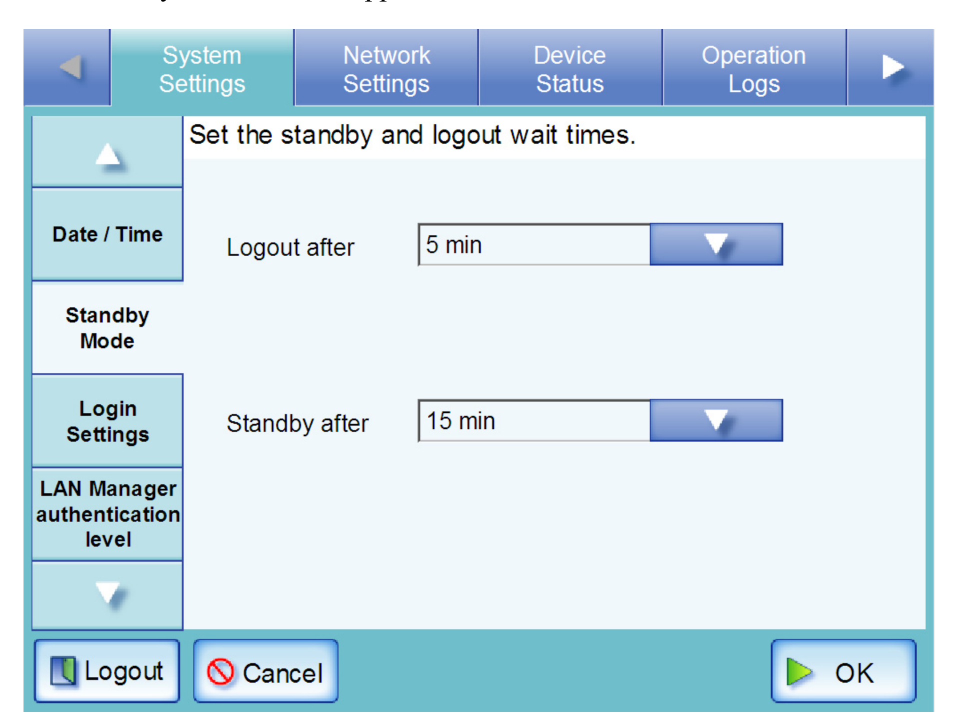
- If automatic login is enabled, the operation screen is displayed.
  However, if "Never" is specified for "Standby after", and automatic login is disabled for the currently logged in user, the login screen is displayed.
- If automatic login is disabled, the login screen in displayed.

For screen transmissions, refer to "2.2.1 Using the Startup Button" (page 24).

1. Select the [System Settings] tab on the top menu.

2. Select the [Standby Mode] tab on the left side menu.

   ➪ The "Standby Mode" screen appears.



3. Press the [List] button for the "Logout after" input field.

   ➪ A list of "Logout after" times appears.

4. Select the desired time before automatic log out.
   The default time is "5min".

5. Press the [List] button for the "Standby after" input field.

   ➪ A list of "Standby after" times appears.

6. Select the desired time before standby mode.
   The default time is "15min".



If the [Never] button is selected for "Logout after", the selected time for "Standby after" is used as the wait time before switching to standby mode.
If a button other than [Never] is selected, set a "Standby after" time that is longer than the "Logout after" time.

7. Press the [OK] button.

   ➪ The scanner is set to first standby and then automatically log out after the specified times.

4

4.6.7 Setting the Login Method 

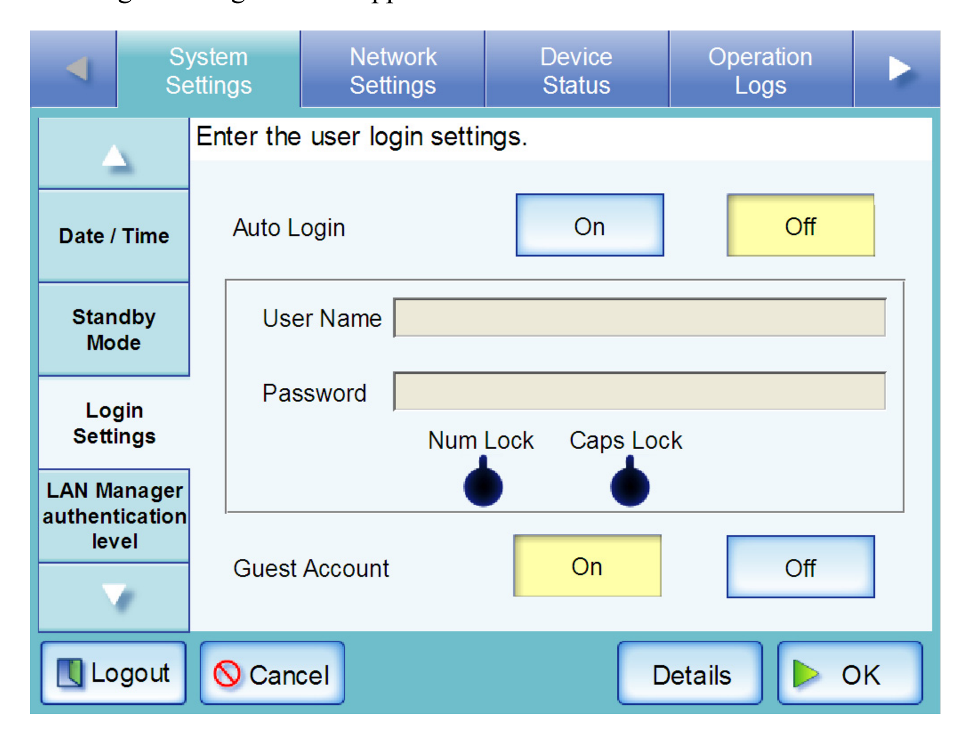
The login settings are as follows.

- Automatic login settings
  Set the scanner to automatically login without displaying the "Login" screen, when the scanner power is switched on or restarted.
  For automatic login, the user name and password specified in the "Login Settings" screen is used. However, if the scanner automatically logs out, or the [Logout] button is pressed, the "Login" screen is displayed.
- guest account validity
  Set whether or not to enable login with the guest account.
- Administrator account change
  Set whether to use the factory default administrator account (admin) or a different account as the administrator account.

1. Select the [System Settings] tab on the top menu.

2. Select the [Login Settings] tab on the left side menu.

   ⇨ The "Login Settings" screen appears.



3. Select whether or not to enable automatic login.
   The default setting is [Off].
   Select the [On] button to enable automatic login.
   Select the [Off] button to disable automatic login.



- The automatic login setting is applied after the scanner is restarted or resumed from standby mode.
- If Central Admin is enabled in a scanner for which automatic login is enabled, when the scanner is started or resumed from standby mode, preference is given to checking for available scanner settings, add-in installs and system settings in the Central Admin Server, over automatic login. If scanner settings, add-in installs or system settings are available, they are applied to the scanner. However, if the number of scanners connecting to the Central Admin Server exceeds the maximum number possible, the processes is skipped, and automatic login is performed. Updates will be applied when a scanner is logged out, or when next started or resumed from standby mode.

4. Enter a user name and password.

User name and password can only be set if the [On] button was selected in Step 3.

<table>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>User Name</td><td>User names may be up to 64 characters long.
All alphanumerics (case sensitive) and some symbols are allowed.
User names may not start with a "@" or ".".
The following symbols cannot be used:
/ \ [ ] : ; | = , + * ? < > "</td></tr>
<tr><td>Password</td><td>Passwords may be up to 256 characters long, and all alphanumerics (case sensitive) and symbols are allowed.</td></tr>
</table>



Even if the system environment allows the use of other characters in an LDAP password, only those specified above may be used in an automatic login password.

The scanner follows the Active Directory user name format when authenticating the user login.

- When the "Server Type" of the LDAP server is "Active Directory" or "Active Directory Global Catalog"

User Name Format	Authentication Process
SAM Account Name Does not contain a "@"	Authenticate the user login name (sAMAccountName). Example: user
User Principal Name Contains a "@"	Authenticate the user login name (userPrincipalName). Example: user@example.com



When specifying a SAM account name with a domain name, describe "*domain_name\SAM_account_name*".

- When the "Server Type" of the LDAP server is "Other LDAP Server"

User Name Format	Authentication Process
uid	Authenticate the user login name (uid). Example: user
cn	Authenticate the user login name (cn). Example: user



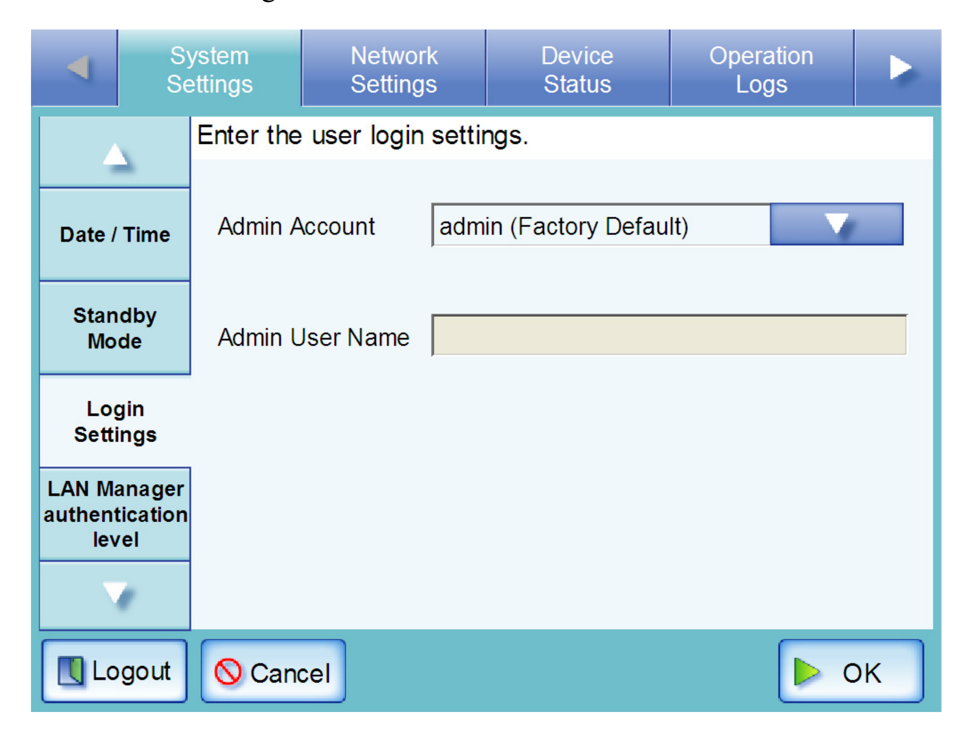
- When an administrator is logging in via the scanner's LCD touch panel, [Caps Lock] or [Num Lock] is displayed.
  The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
  The "Num Lock" indicator is on if the keyboard's Num Lock is set.
- If a UPN suffix is entered for a user name for automatic login, it is ignored.

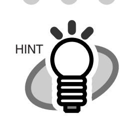
5. Select whether or not logging with the guest account is possible.

The default setting is [On].
Select the [On] button to enable login with the guest account.
Select the [Off] button to disable login with the guest account.

6. Press the [Details] button.

   ➪ The screen for setting the administrator account is shown.





For the Admin Tool, there is no [Details] button. The administrator account and user name can be set in the same screen.

7. Press the list button for [Admin Account].

   ➪ The list of admin accounts is shown.

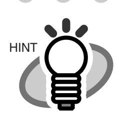
8. Select an account to be used as the administrator account.



If [Alias] is selected, the default administrator account (admin) cannot be used.

9. If [Alias] is set as the administrator account, enter the administrator account user name for [Admin User Name].

   This may be up to 20 characters long, excluding the following symbols.
   / \ [ ] : ; | = , + * ? < > "



The following user names cannot be set:
- A user name consisting of only spaces or periods (.)
- A user name specified for auto login

HINT

The password for [Alias] can be changed on the "Admin Password" screen.

10. Press the [OK] button.

   ➪ The"Login Settings" screen is shown again.

11. Press the [OK] button.

   ➪ The selected contents are set.

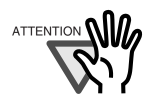
4.6.8 Setting the LAN Manager Authentication Level



Set the LAN Manager authentication level for connecting the scanner to a server.
The LAN Manager authentication level setting is enabled in the following cases:

- The login LDAP server type is set to [Active Directory] or [Active Directory Global Catalog], and the scanner is connected to an Active Directory server for logging in to the scanner
- The scanner is connected to a file server for saving the scanned images in a network folder
- The scanner is connected to a print server for printing the scanned images

For details on the LAN Manager authentication level, refer to the manual of the related server.



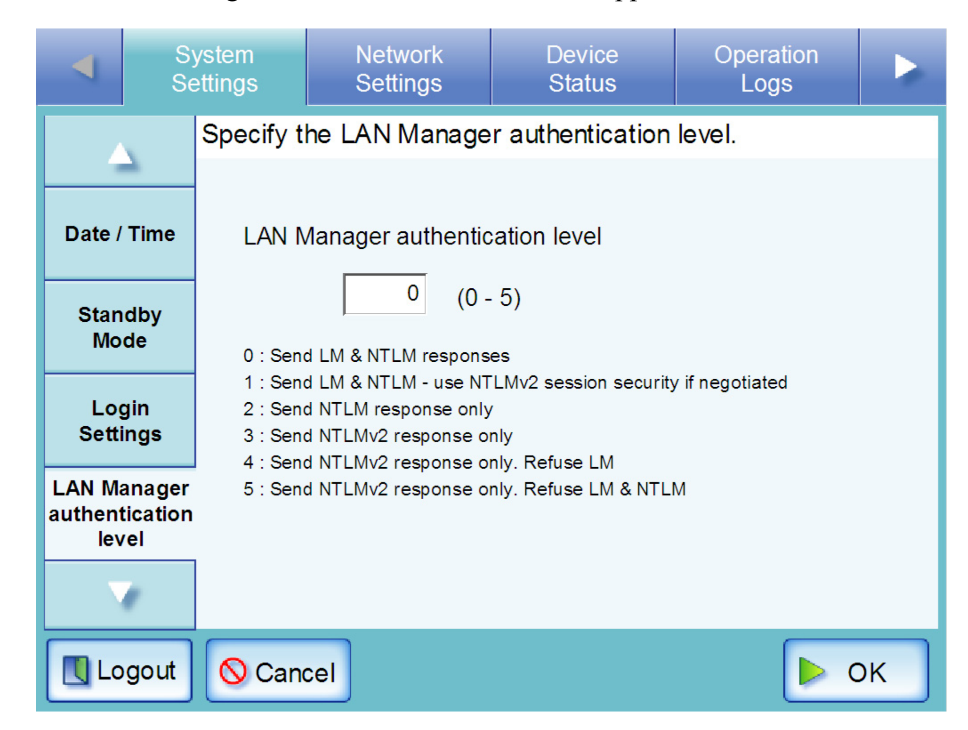
- Setting the LAN Manager authentication level according to the server side settings is recommended.
- Check the LAN Manager authentication level set on the server side with the server administrator before changing the level. If a level different from the level on the server side is set, logging in to the scanner, saving data in the network folder or printing data may be disabled.
- The LAN Manager authentication level setting is used for the login, network folder, and network printer.

4

1. Select the [System Settings] tab on the top menu.

2. Select the [LAN Manager authentication level] tab on the left side menu.

   ➪ The "LAN Manager authentication level" screen appears.



3. Enter a number from 0 to 5 for the LAN Manager authentication level.

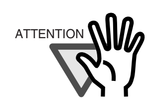
- 0: Send LM & NTLM responses
  The scanner uses LM and NTLM authentication and never uses NTLMv2 session security.
- 1: Send LM & NTLM - use NTLMv2 session security if negotiated
  The scanner uses LM and NTLM authentication and uses NTLMv2 session security if the server supports it.
- 2: Send NTLM response only
  The scanner uses NTLM authentication only and uses NTLMv2 session security if the server supports it.
- 3: Send NTLMv2 response only
  The scanner uses NTLMv2 authentication only and uses NTLMv2 session security if the server supports it.
- 4: Send NTLMv2 response only. Refuse LM
  The scanner uses NTLMv2 authentication only and uses NTLMv2 session security if the server supports it.
- 5: Send NTLMv2 response only. Refuse LM & NTLM
  The scanner uses NTLMv2 authentication only and uses NTLMv2 session security if the server supports it.

4. Press the [OK] button.

⇨ The LAN Manager authentication level is set.

4.6.9 Changing the Admin Password

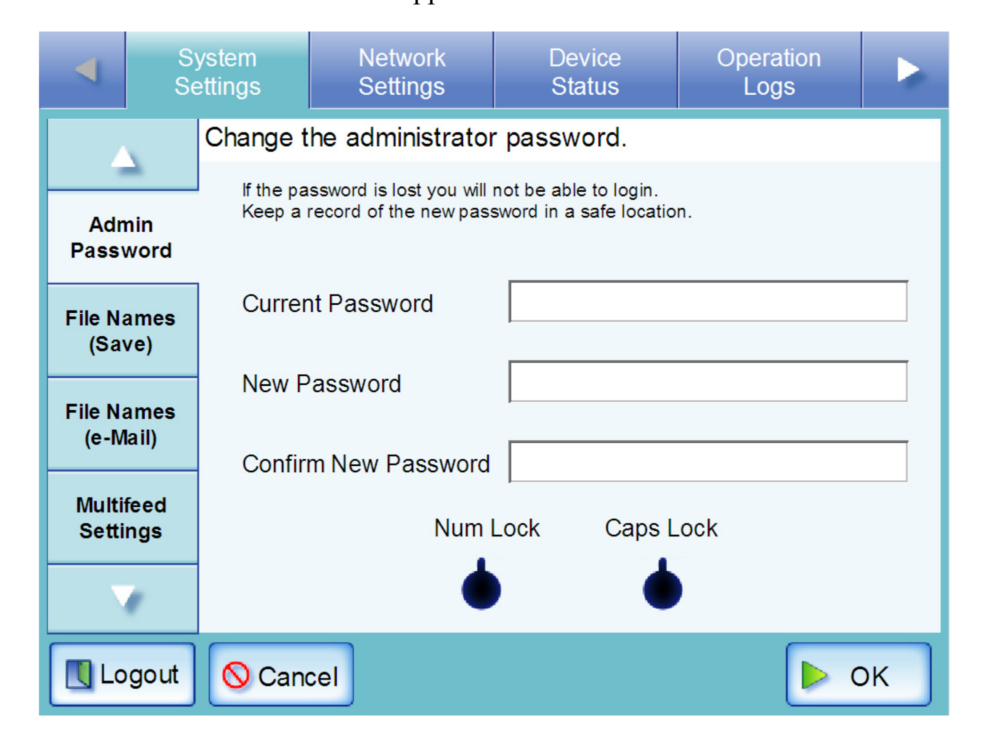




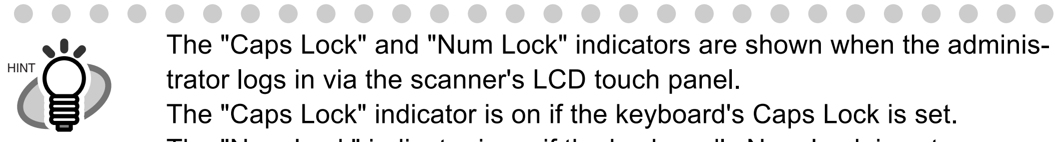
Login is not possible without a password.
If a password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. This may incur a cost to reset the scanner.

1. Select the [System Settings] tab on the top menu.
2. Select the [Admin Password] tab on the left side menu.

⇨ The "Admin Password" screen appears.



3. Enter the "Current Password", "New Password", and "Confirm New Password".
   A password may be between 7 and 127 characters long. Alphanumeric characters (case sensitive) and symbols may be entered.



The "Caps Lock" and "Num Lock" indicators are shown when the administrator logs in via the scanner's LCD touch panel.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.

4. Press the [OK] button.

⇨ The new admin password is set.

4.6.10 Setting a File Name Format for When Saving Scanned Data



Set a file name format when saving scanned data in a folder.
The "Save as" entered on the "Save" or "Scan to SharePoint" screen is displayed as the default value for this setting.

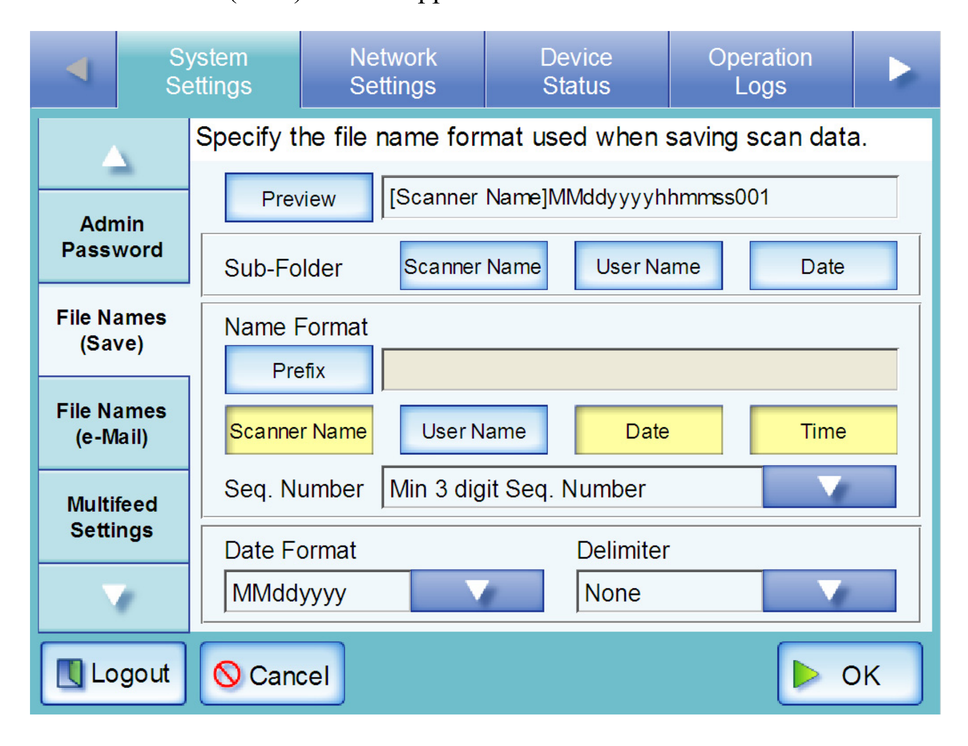


The following file names cannot be used:
- CON
- PRN
- AUX
- CLOCK$
- NUL
- COM0 to COM9
- LPT0 to LPT9

1. Select the [System Settings] tab on the top menu.

2. Select the [File Names (Save)] tab on the left side menu.

   ⇨ The "File Names (Save)" screen appears.



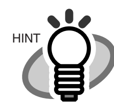
3. If desired, set a sub-folder in which to save the scanned data.
   - If none of the Sub-Folder buttons is selected, the scanned data will be saved in the designated network or SharePoint folder.
   - If a Sub-Folder button is selected, the scanned data will be saved in a sub-folder of the network folder or SharePoint folder, with this sub-folder being created if it does not already exist.
     - If the [Scanner Name] button is selected
       The sub-folder will be named after the scanner used for the scan.
     - If the [User Name] button is selected
       The sub-folder will be named after the user who is logged in when the scan is performed.
     - If the [Date] button is selected
       The sub-folder will be named after the date of the scan, using the naming format selected in the Date Format list.



If multiple buttons are selected, folder names are created in the following order.
- Scanner Name
- User Name
- Date

Select the Delimiter [List] button to change the delimiter.
For example, for scanner name "Scanner", user name "user", date "12312012", delimiter "_", the folder name is "Scanner_user_12312012".

4. Select a file name format.
   By default, "Scanner Name" + "Date" + "Time" + "3 digit Seq. Number" is entered.
   - If the [Prefix] button is selected
     The character string entered in the input field is used as the file name.
     This may be up to 128 characters long, excluding the following symbols.
     \ / : * ? " < > |
     For "Scan to SharePoint", the following symbols cannot be used.
     ~ " # % & * : < > ? { | }
   - If the [Scanner Name] button is selected
     The scanner name is used as the file name.
   - If the [User Name] button is selected
     The name of the currently logged in user is used as the file name.
   - If the [Date] button is selected
     The date of the scan is used as the file name. Select the Date Format [List] button to change the date format.
   - If the [Time] button is selected
     The start time of the scan is used as the file name.



If multiple buttons are selected, file names are created in the following order.

- Prefix
- Scanner Name
- User Name
- Date
- Time

Select the Delimiter [List] button to change the delimiter.
For example, for prefix "file", scanner name "Scanner", user name "user", date "12312012", time "12:00:30", delimiter "_", the file name is "file_Scanner_user_12312012_120030".

5. Press the Seq. Number [List] button.

⇨ The sequence number list appears.

6. Select a sequence number.

The sequence number is added to the end of a file name.
The default value is "Min 3 digit Seq. Number".
If "No Sequence Number" is selected, a sequence number is not added.

ATTENTION

If the file name which exceeds the maximum sequence number possible already exists in the target folder for saving, the sequence numbers are not added correctly.



The following explains the way in which sequence numbers are added.

- Sequence numbers start from 1, and file names are assigned using the largest value that exists.
  For example, if "A" is entered in the "Prefix" input filed, "Min 3 digit Seq. Number" is selected for the Seq. Number [List] button, and "A001.pdf", "A002.pdf", and "A004.pdf" already exist, subsequent file names are assigned in the following order.
  "A005.pdf", "A006.pdf", "A007.pdf", "A008.pdf"...
  File name "A003.pdf" is skipped.
- If the selected number of columns for the Seq. Number [List] button is exceeded, subsequent file names are assigned using the next digit.
  For example, if "A" is entered in the "Prefix" input filed, "Min 3 digit Seq. Number" is selected for the Seq. Number [List] button, and "A001.pdf" to "A998.pdf" already exist, subsequent file names are assigned in the following order.
  "A999.pdf", "A1000.pdf", "A1001.pdf", "A1002.pdf"…
- The maximum sequence number is "4294967295". If it is exceeded, the skipped minimum number is used for the file name.
  For example, if "A" is entered in the "Prefix" input filed, "Min 3 digit Seq. Number" is selected for the Seq. Number [List] button, and if "A001.pdf", "A003.pdf", and "A4294967295.pdf" already exist, subsequent file names are assigned in the following order.
  "A002.pdf", "A004.pdf", "A005.pdf", "A006.pdf"...

7. Press the Date Format [List] button.

   ⇨ The date format list appears.

8. Select a date format.
   The date format is used for the file or folder name when saving scanned data.

9. Press the Delimiter [List] button.

   ⇨ The delimiter list appears.

10. Select a delimiter.
    The delimiter is used for the file or folder name when saving scanned data.
    If "None" is selected, a delimiter is not added.

11. Press the [Preview] button.

    ⇨ The specified file name format is displayed to the right of the [Preview] button.

12. Check the file name format.

13. Press the [OK] button.

    ⇨ The file name format is set.

4.6.11 Setting a File Name Format for When Attaching Scanned Data to e-Mail



Set a file name format for when attaching scanned data to an e-mail.
The "File Name" entered on the "Send e-Mail" screen is displayed as the default value for this setting.



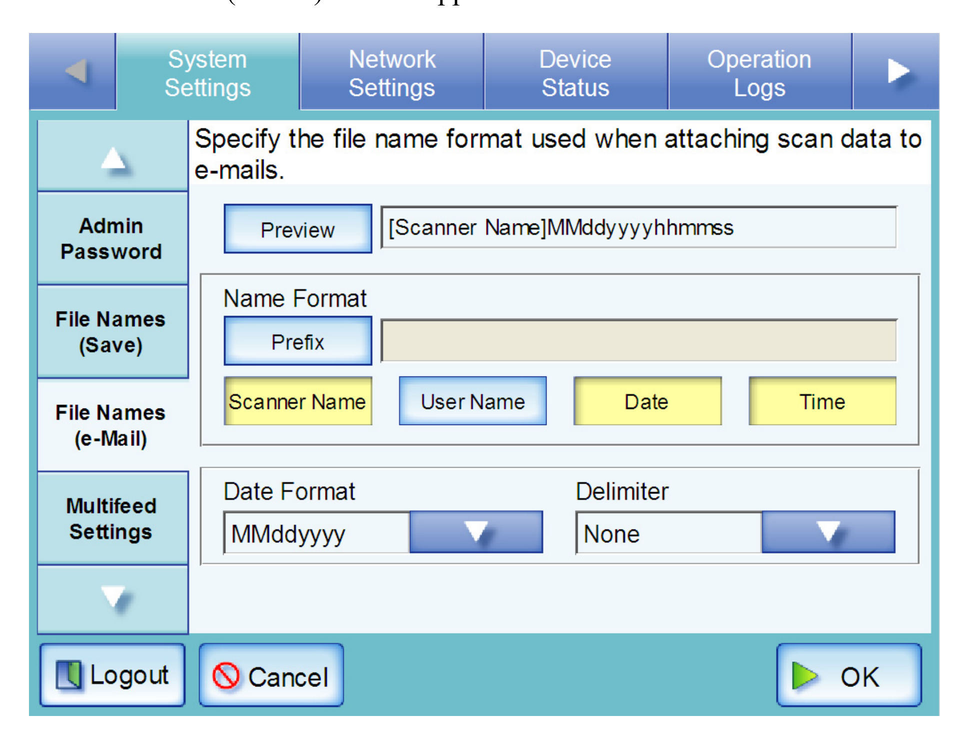
The following file names cannot be used:

- CON
- PRN
- AUX
- CLOCK$
- NUL
- COM0 to COM9
- LPT0 to LPT9

1. Select the [System Settings] tab on the top menu.

2. Select the [File Names (e-Mail)] tab on the left side menu.

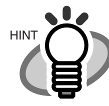
   ➪ The "File Names (e-Mail)" screen appears.



3. Select a file name format.

By default, "Scanner Name" + "Date" + "Time" is entered.

- If the [Prefix] button is selected
  The character string entered in the input field is used as the file name.
  This may be up to 128 characters long, excluding the following symbols.
  \ / : * ? " < > |
- If the [Scanner Name] button is selected
  The scanner name is used as the file name.
- If the [User Name] button is selected
  The name of the currently logged in user is used as the file name.
- If the [Date] button is selected
  The date of the scan is used as the file name. Select the Date Format [List] button to change the date format.
- If the [Time] button is selected
  The start time of the scan is used as the file name.



If multiple buttons are selected, file names are created in the following order.

- Prefix
- Scanner Name
- User Name
- Date
- Time

Select the Date Format [List] button to change the date format. Select the Delimiter [List] button to change the delimiter.
For example, for prefix "file", scanner name "Scanner", user name "user", date "12312012", time "12:00:30", delimiter "_", the file name is "file_Scanner_user_12312012_120030".

4. Press the Date Format [List] button.

⇨ The date format list appears.

5. Select a date format.

The date format is used for the file name when attaching scanned data to an e-mail.

6. Press the Delimiter [List] button.

⇨ The delimiter list appears.

7. Select a delimiter.

The delimiter is used for the file name when attaching scanned data to an e-mail.
If "None" is selected, a delimiter is not added.

8. Press the [Preview] button.

⇨ The specified file name format is displayed to the right of the [Preview] button.

9. Check the file name format.

10. Press the [OK] button.

⇨ The file name format is set.

4.6.12 Setting the Multifeed Detection Method

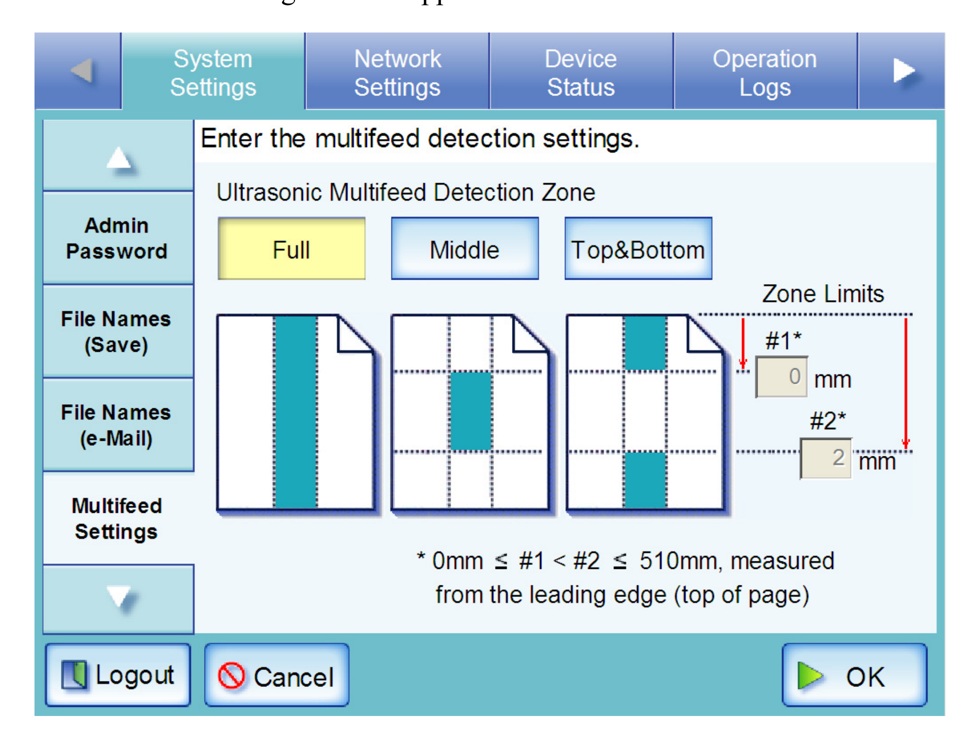


By default, multifeed detection will monitor for paper overlaps in the central column (17.5mm either side from the center of the document) of the document being scanned. However, any photos or attachments in this area will also be detected as a multifeed.
When scanning documents, multifeed detection area may be adjusted to ignore the area (excluding the photograph or attachments) and prevent mis-detections.
For document requirements for multifeed detection, refer to "A.5 Multifeed Detection Conditions" (page 428).

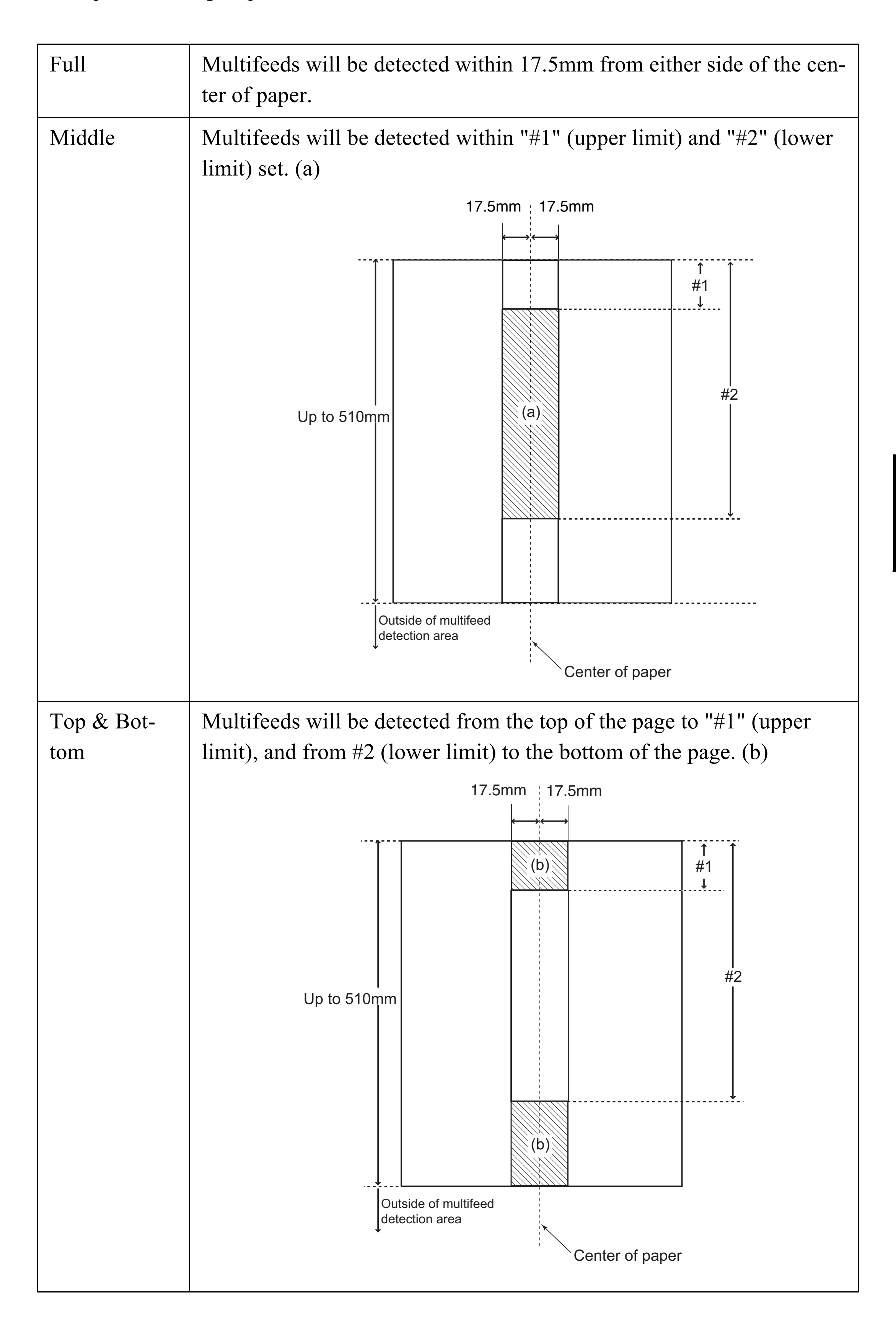
1. Select the [System Settings] tab on the top menu.

2. Select the [Multifeed Settings] tab on the left side menu.

   ⇨ The "Multifeed Settings" screen appears.



3. Set the area for multifeed detection in the "Multifeed Detection" section.
   Starting from the top edge of a document sheet, set the area to be checked for multifeeds.



Full	Multifeeds will be detected within 17.5mm from either side of the center of paper.
Middle	Multifeeds will be detected within "#1" (upper limit) and "#2" (lower limit) set. (a)
Top & Bottom	Multifeeds will be detected from the top of the page to "#1" (upper limit), and from #2 (lower limit) to the bottom of the page. (b)



Multifeed may not be detected for the top and bottom 25mm of a document.

4. In Step 3, if [Middle] or [Top & Bottom] is selected, enter both "#1" (upper limit) and "#2" (lower limit).

   #1: Even numbers from 0 to 508mm can be entered. Odd numbers will be made even by adding one.

   #2: Even numbers from 0 to 510mm can be entered. Odd numbers will be made even by adding one.



- For multifeed detection, a length of at least 5mm is required. Specify a value for #2 that is at least 6mm greater than that for #1.
- "#2" can have a maximum value of 510mm. If the paper size setting is long page mode but the length of the document is longer than 510mm, multifeed cannot be detected by length.
- When [Middle] is selected, if the document is shorter than "#1", multifeed will not be detected. When [Top & Bottom] is selected, if the document is shorter than "#2", multifeed will not be detected for the bottom part.
- If the values specified for "#1" and "#2" exceed the actual paper size, multifeeds will not be detected.

5. Press the [OK] button.

   ⇨ The document area to be monitored for multifeeds is set.

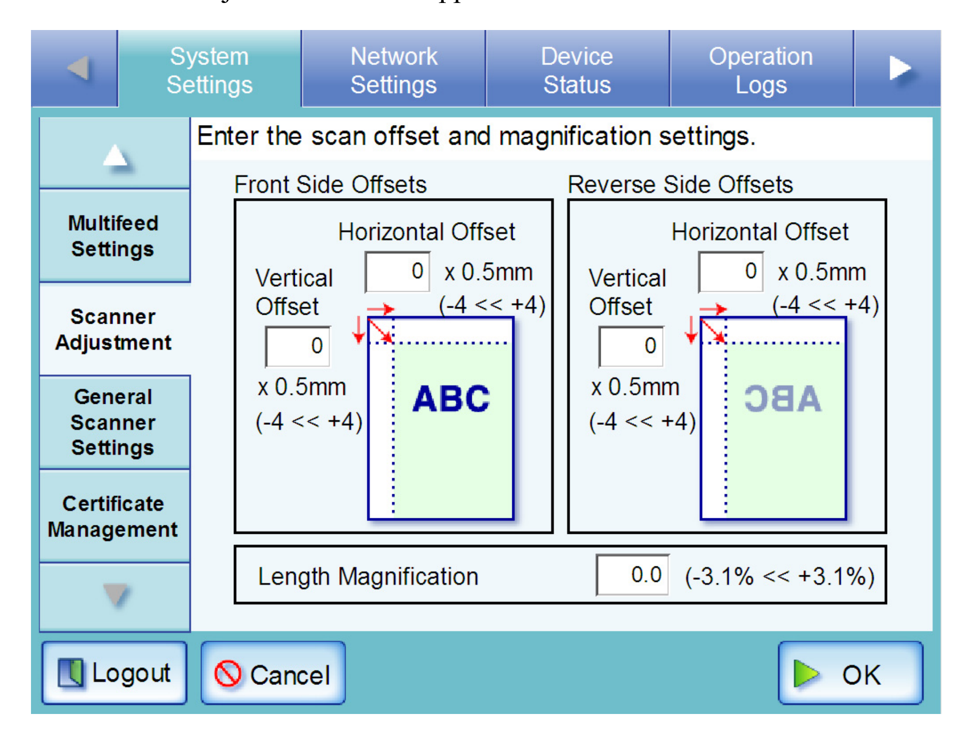
4.6.13 Setting Scanning Performance 

Usually, it is not necessary to make any setting changes.

1. Select the [System Settings] tab on the top menu.

2. Select the [Scanner Adjustment] tab on the left side menu.

   ⇨ The "Scanner Adjustment" screen appears.



■ Offset Settings

If the scanned output is found to be displaced relative to the actual documents being scanned, the scan offsets can be adjusted.

1. On the "Scanner Adjustment" screen, under [Front Side Offsets]/[Reverse Side Offsets], enter values for the "Horizontal Offset" and "Vertical Offset" input fields.

   Offset lengths are measured in units of 0.5mm and may be set to between -4 (-2mm) and +4 (+2mm).

2. Press the [OK] button.

   ⇨ The offset settings are set.

■ Length Magnification Setting

If the scanned output is found to be vertically distorted (stretched or squashed) relative to the actual documents being scanned, the length magnification can be adjusted.

1. On the "Scanner Adjustment" screen, enter the value for the "Length Magnification" input field.

   This changes the length magnification correction value of the vertical scan. Using the factory default setting as a starting point, the length of the scan can be magnified or reduced to between -3.1 and 3.1%.

2. Press the [OK] button.

   ⇨ The length magnification setting is set.

4.6.14 Setting General Scanner Settings

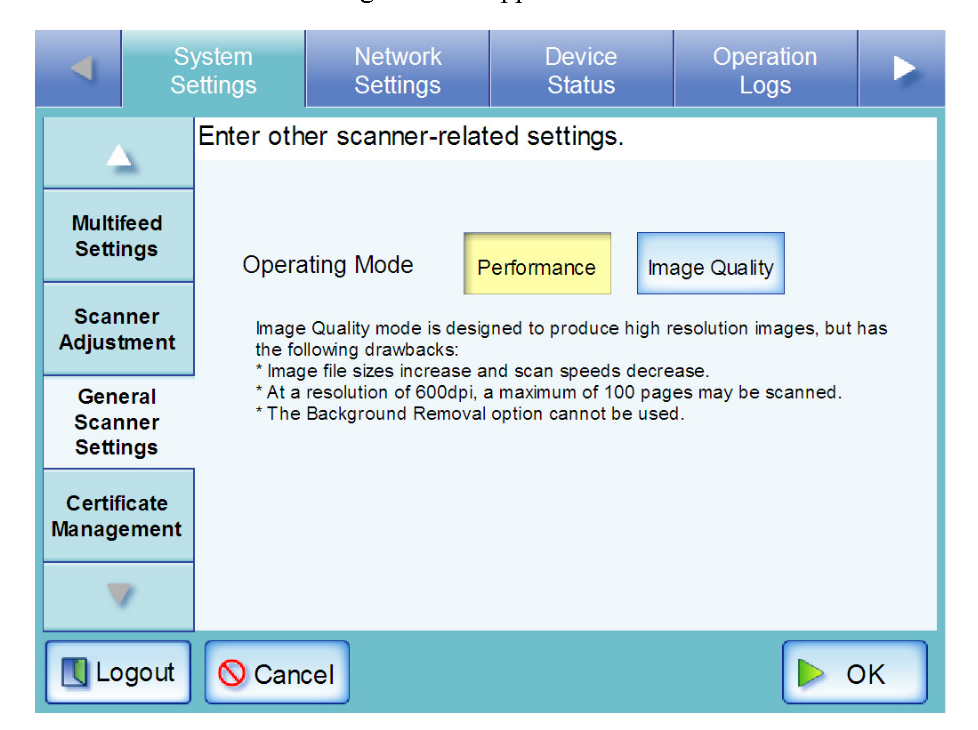


Usually, it is not necessary to make any setting changes.
The operating mode for scanning can be set.

1. Select the [System Settings] tab on the top menu.

2. Select the [General Scanner Settings] tab on the left side menu.

   ⇨ The "General Scanner Settings" screen appears.



3. Select an operating mode for scanning a document.
   Press the [Performance] button to prioritize the performance speed.
   Press the [Image Quality] button to prioritize the image quality.



Image Quality mode is designed to produce high resolution images, but has the following drawbacks:

- Image file sizes increase and scan speeds decrease.
- At a resolution of 600dpi, a maximum of 100 pages may be scanned.
- The Background Removal option cannot be used.

4. Press the [OK] button.

   ⇨ The operating mode is set.

4

4.6.15 Managing Certificates

Certificates to be used for server authentication in SSL communication can be imported or removed.

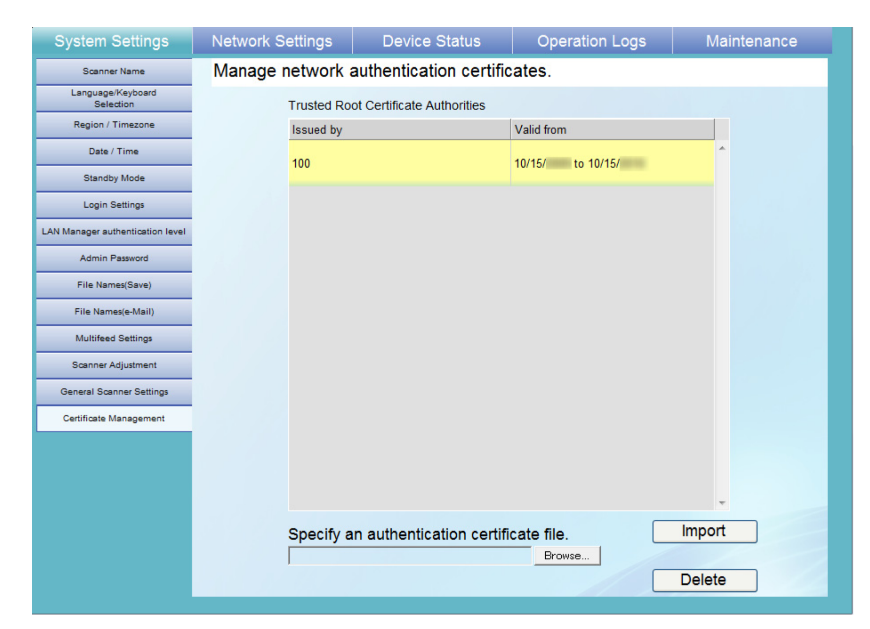
■ Importing a Certificate File 

X.509 certificate files (*.cer, *.crt) can be imported.
Up to 100 certificate files can be imported.

1. Select the [System Settings] tab on the top menu.

2. Select the [Certificate Management] tab on the left side menu.

   ⇨ The "Certificate Management" screen appears.



3. Specify an authentication certificate file.

   ⇨ Press the [Browse] button to specify a certificate file.

4. Press the [Import] button.

   ⇨The certificate file is imported.
   The imported file is saved in the Trusted Root Certificate Authority store.

ATTENTION

When a certificate file is distributed from the Central Admin Server, any previously imported certificates will be deleted, and replaced by the contents of the new file.

■ Deleting a Certificate File Touch Panel Admin Tool Central Admin

1. Select the [System Settings] tab on the top menu.
2. Select the [Certificate Management] tab on the left side menu.
   ⇨ The [Certificate Management] screen appears.
3. Select a certificate file to be deleted, and press the [Delete] button.
   ⇨ The confirmation window appears.
4. Select the [Yes] button.
   ⇨ The certificate file is deleted.

4.7 Using the Network Settings Menus

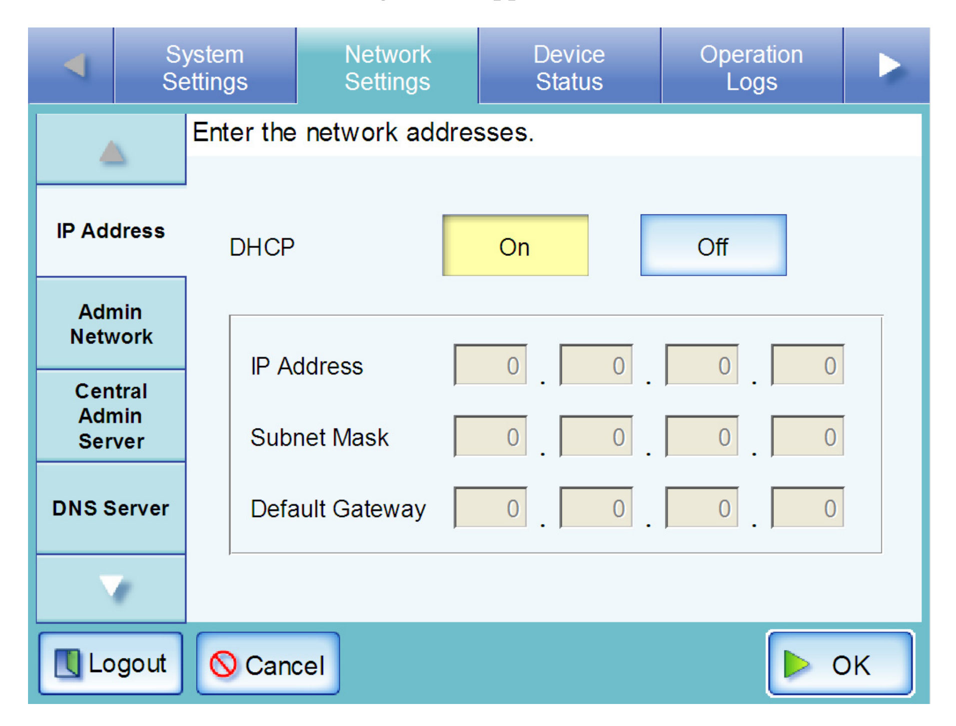
4.7.1 Giving the Scanner an IP Address 

An IP address must be set in order to connect the scanner to a network.

1. Select the [Network Settings] tab on the top menu.

2. Select the [IP Address] tab on the left side menu.

   ⇨ The DHCP or IP address setting screen appears.



3. Select whether or not a DHCP is required.

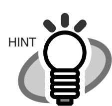
   Set the scanner's IP address. This may be done automatically, by pressing the DHCP [On] button. By default, this is set as [On].

   The IP address may also be set manually, by pressing the DHCP [Off] button and entering the following numerical addresses:

   - IP Address
   - Subnet Mask
   - Default Gateway

4. Press the [OK] button.

⇨ The information entered is set.



- If the IP address is the same as one already in use, network communication problems will occur. In this case, try the following steps:
  1. Disconnect the LAN cable, and press the [Shutdown] button on the LCD touch panel to turn the scanner off.
  2. Reboot the scanner with the LAN cable disconnected, and enter a nonduplicate IP address.
  3. Re-connect the LAN cable to the scanner.
- When DHCP is set to "On", the following scanner settings are assigned by the DHCP server:
  - IP Address
  - Subnet Mask
  - Default Gateway
  - DNS Server
  - WINS Server
  - Domain Suffix

  Even if DNS or WINS server is set, priority is given to the scanner settings over the DHCP settings.
- The connection will be lost if the scanner's IP address is changed via the network interface. If connecting via an IP address, to continue with other settings, login to the network interface again using the new IP address.

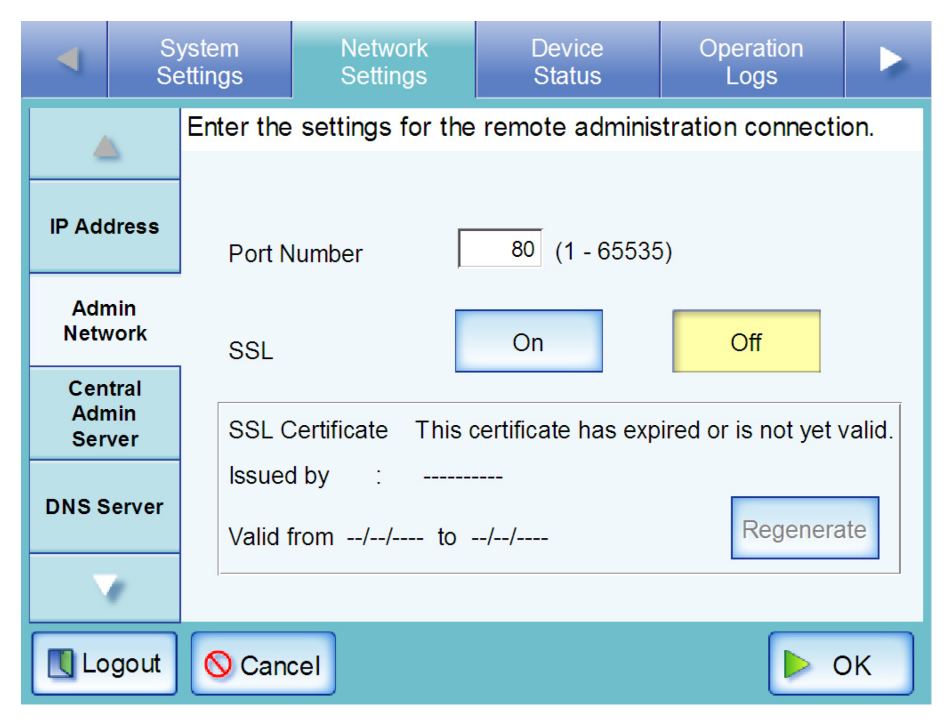
4

4.7.2 Setting the Admin Network 

To use the Admin Tool or Central Admin Server for the scanner, perform the connection settings.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Admin Network] tab on the left side menu.

   ⇨ The "Admin Network" screen appears.



For Central Admin Console, contents of the SSL Certificate are not shown.

3. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the Admin Tool or Central Admin Server.

   The default setting is 80.



- Port numbers 135, 139, 445, and numbers from 1025 to 1124, cannot be specified as they are already reserved in the scanner.
- If port numbers other than HTTP: 80, HTTPS: 443 are to be specified, it is recommended that numbers over 5000 are used. If a port number lower than 5000 is specified, verify the Admin Tool connectivity with the port number first.

4. Select whether or not to enable SSL (Transport Layer Security).

Select the [On] button enables SSL. If SSL is enabled, press the [Regenerate] button to create another SSL Certificate. When a new SSL Certificate is created, the contents of the certificate are changed. The contents of the SSL Certificate are as follows.

- Issued by
  Shows the SSL Certificate issuer.
- Valid from
  Shows the SSL Certificate expiration date. The expiration date is five years from the date on which the certificate was created. This is shown in date form.

Selecting the [Off] button disables SSL.

5. Press the [OK] button.

⇨The communication settings are set.



- If the Admin Network settings are changed using the Admin Tool, the Admin Tool is disconnected from the scanner.
  If any further actions are required, the Admin Tool will need to be reconnected to the scanner.
- If SSL is enabled, SSL is also used for communication between the Central Admin Server and the scanner. When Central Admin is enabled, change the settings on the Central Admin Console "Central Admin Server Settings" screen.
- The following settings combinations are not possible.
  - Port Number "80" and SSL "On"
  - Port Number "443" and SSL "Off"

4

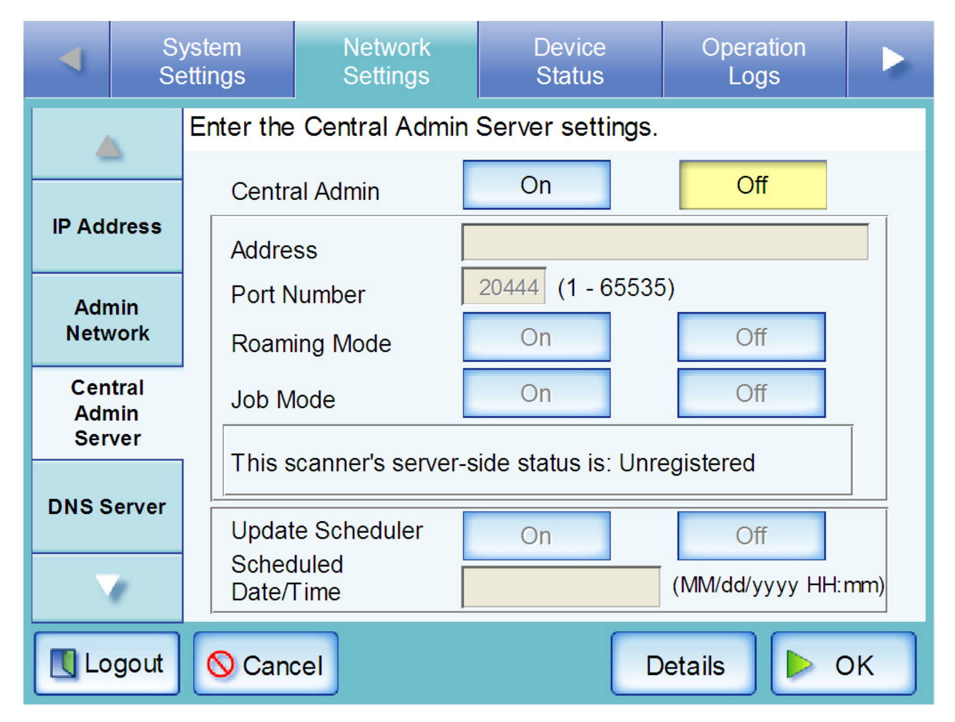
4.7.3 Setting a Central Admin Server 

If "On" is selected for "Central Admin", scanners can be targeted for Central Admin.

1. Select the [Network Settings] tab on the top menu.

2. Select the [Central Admin Server] tab on the left side menu.

   ➪ The "Central Admin Server" screen appears.



For Central Admin Console, Address and Port Number cannot be set.

3. Select whether or not to enable Central Admin Server.

   The default setting is [Off].
   For the Central Admin Console, the default value is [On] so that scanners for which Central Admin is enabled will become targets.
   Select the [On] button to enable Central Admin Server.
   Select the [Off] button to disable Central Admin Server. If [Off] is selected, no other settings can be entered. Press the [OK] button to set the selected contents.



If registration with the Central Admin Server is successful, the text will change to "This scanner's server-side status is: Registered".
Even when setting values are correct, if the network is disconnected or the Central Admin Server is in a suspended state, registration will fail. In either case, if the Central Admin Server is [On], the process will be run again the next time the scanner is turned on or resumed from the standby mode.

4. Enter the Central Admin Server IP address, host name, or FQDN in the "Address" input field.
   - For an IP address
     The following format should be used xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).
   - For a host name or FQDN
     Up to 255 characters may be entered.

5. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the Central Admin Server.
   The default setting is 20444.

6. Select whether or not to enable roaming mode.
   The default setting is [Off].
   Select the [On] button to enable roaming mode. If roaming mode is enabled, a regular user can login on different scanners while retaining their user data.
   The following user data can be used in roaming mode.
   - "My List" e-Mail Address Books
   - Scan Settings
   - Name of the last network printer used
   - Name of the last network folder used
   - Name of the last SharePoint folder used

   If the same network printer/folder or SharePoint folder is not set for each scanner, the name of the latest one used is not shown.
   Select the [Off] button to disable roaming mode.

7. Select whether or not to enable job mode.
   The default setting is [Off].
   Select the [On] button to enable job mode. If job mode is enabled, even if logging on via a different scanner, the job buttons of regular users can be used. However, if the job modes on the Central Admin Server have not been released, the job modes set with the Admin Tool are used.
   Select the [Off] button to disable job mode.

8. Set whether to enable automatic update for the scanner systems (including security, installed options), scanner settings, and Add-ins.
   The default value is [Off].
   Select the [On] button to enable automatic updates for the specified date and time. Enter the date and time for automatic updates in the "Scheduled Date/Time" field.

4

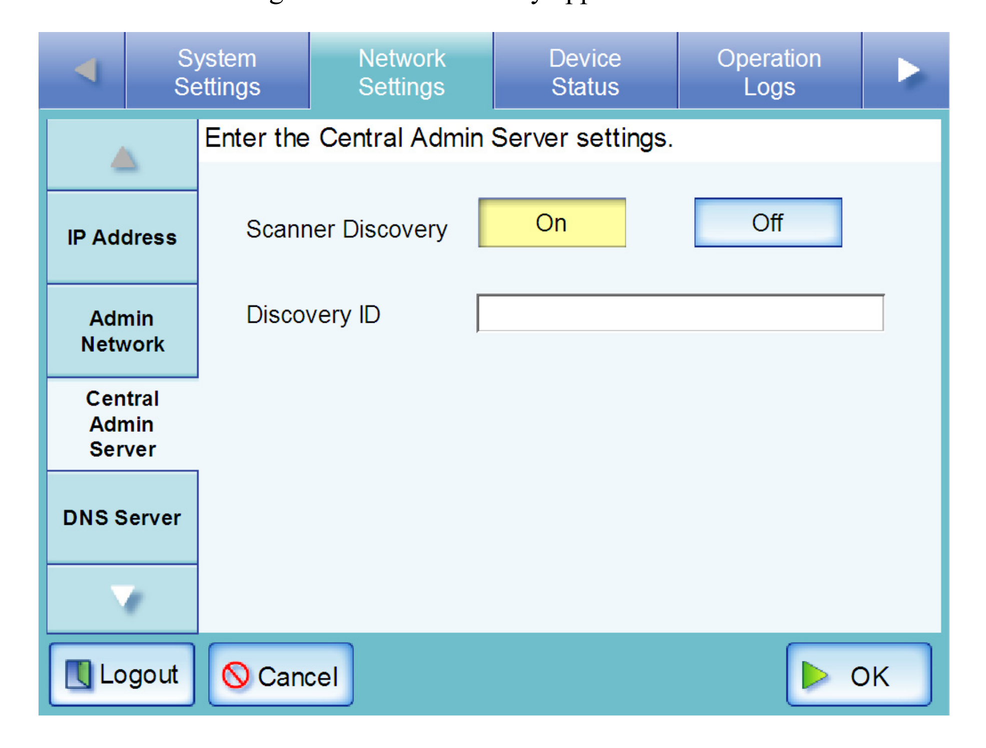


- Automatic updates start when the scanner is in a standby mode or when no user is logged in while it is turned on.
  Even if notifications from the Central Admin Server or Wake-On-LAN cannot be used, an update can be performed according to the specified date and time.
- If a user is logged in at the scheduled date and time, updates start after the user has logged out.
- It takes approximately 10 minutes to enable this setting. Therefore, make sure that the scheduled date and time starts at least 10 minutes after the setting is made.
- When the setting for an automatic update from the Central Admin Server is distributed to the scanners, if the update is scheduled to start within ten minutes after the setting was distributed, the setting will not be applied.
  To enable new system settings in an environment where update calls cannot be issued, scanners must be restarted or logged out.
  In order to prevent software updates from running at the same time, enable software update time-period restrictions. System settings can be updated even when software updates are restricted.
  For details, refer to the Scanner Central Admin User's Guide.
- If the scheduled automatic update time is set in both the Central Admin Console and with the Admin Tool, the most recent settings will be enabled.

Select the [Off] button to disable automatic updates.

9. Press the [Details] button.

⇨ The screen for setting the scanner discovery appears.





For the Admin Tool, there is no [Details] button. The scanner discovery and discovery ID can be set in the same window.

10. Select whether to set the scanner as a Scanner Discovery target for the Central Admin Server.

    The default value is [On].
    Press the [On] button to set the scanner as a Scanner Discovery target for the Central Admin Server.
    When enabled, the scanner is registered by Scanner Discovery as a scanner to be centrally administered by Central Admin Server.
    Press the [Off] button to remove the scanner as a Scanner Discovery target for the Central Admin Server.

11. When targeting the scanner for Scanner Discovery, enter the Discovery ID for the destination Central Admin Server in [Discovery ID].

    The Discovery ID may be up to 100 characters long.
    Alphanumeric characters and symbols can be used. Note that the Discovery ID is case sensitive.
    When the Discovery ID set in Central Admin Server and the Discovery ID set here match, the scanner is targeted for central administration.

12. Press the [OK] button.

    ⇨ The "Central Admin Server" screen is shown again.

13. Press the [OK] button.

    ⇨ The Central Admin Server settings are set.

    ⇨ The scanner information is transmitted to the Central Admin Server.

    If the process is successful, the text will change to "This scanner's server-side status is: Registered".



- For details about the settings required to use SSL for communication between the Central Admin Server and scanner, refer to "4.7.2 Setting the Admin Network" (page 92).
- When user roaming or job settings enabled, if communication with the Central Admin Server is not possible a confirmation message will appear at login.
  If [OK] is selected, the settings information saved in the scanner are used.
  Selecting the [Cancel] button returns to the login screen.

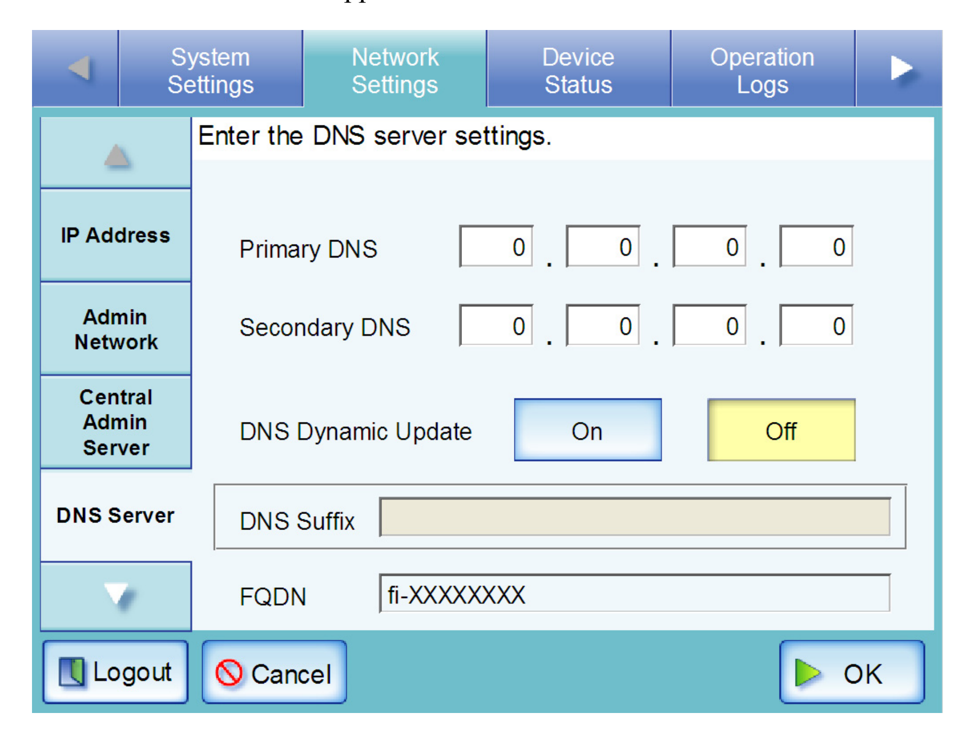
4.7.4 Setting the DNS Server 

A primary DNS and secondary DNS can be set.

1. Select the [Network Settings] tab on the top menu.

2. Select the [DNS Server] tab on the left side menu.

   ⇨ The "DNS Server" screen appears.



3. Enter the following numerical addresses:
   - Primary DNS
   - Secondary DNS

   If a DNS server setting is not required, enter "0.0.0.0".

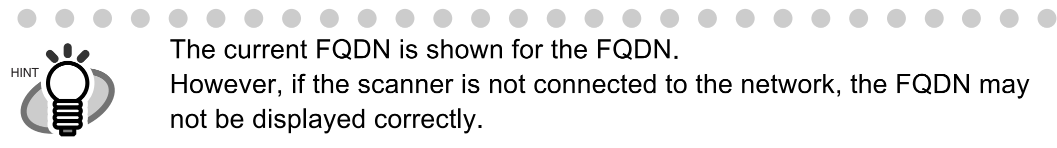
4. Select whether or not to dynamically update the DNS.

   The default setting is [Off].
   Select the [On] button to enable DNS dynamic update.
   Select the [Off] button to disable DNS dynamic update.

5. Enter a "DNS Suffix".

This can only be set if the [On] button was pressed in Step 4.
The *scanner_name* + *DNS_suffix*, may be up to 255 characters long. Alphanumeric characters and the following symbols may be used.
_.
A "." (dot) is added in between the *scanner_name* and *DNS_suffix*.
For example, if a scanner name is 9 characters long, because a "." dot will be added to the *scanner_name*, the DNS suffix may be up to 245 long.
According to the settings, a FQDN is named in the following order.

1. *Scanner_name* + *DNS_suffix* entered here.
2. *Scanner_name* + *domain_suffix* acquired from DHCP server.
3. *Scanner_name* + domain input on the "Scanner Name" screen.



The current FQDN is shown for the FQDN.
However, if the scanner is not connected to the network, the FQDN may not be displayed correctly.

6. Press the [OK] button.

⇨ The information entered is set.

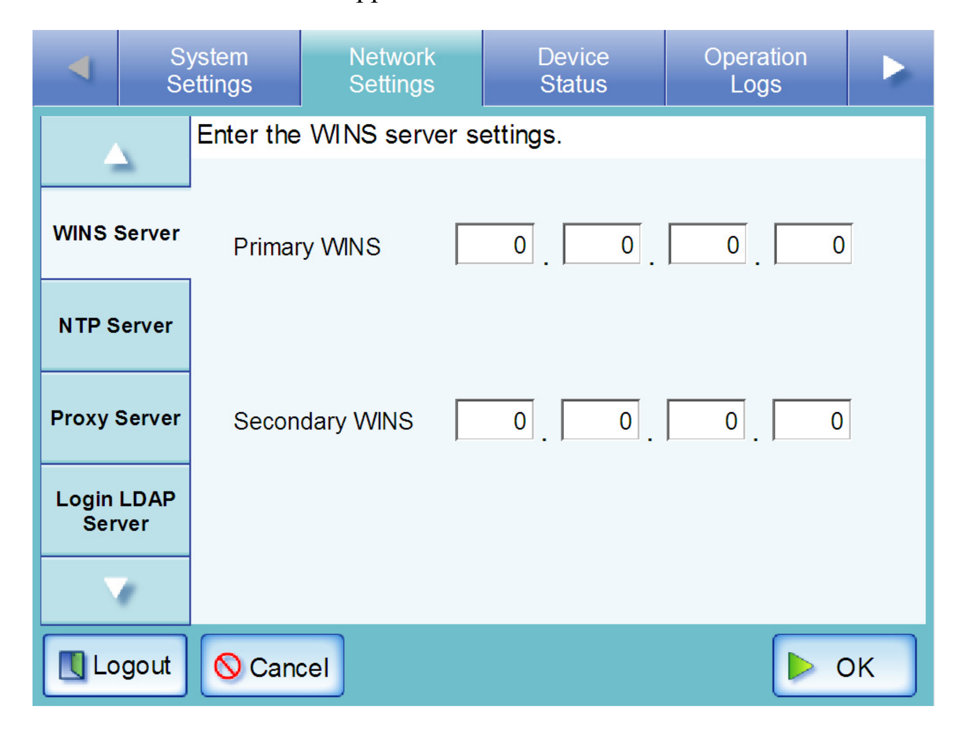
4.7.5 Setting the WINS Server 

A primary WINS and secondary WINS can be set.

1. Select the [Network Settings] tab on the top menu.

2. Select the [WINS Server] tab on the left side menu.

   ➪ The "WINS Server" screen appears.



3. Enter the following numerical addresses:
   - Primary WINS
   - Secondary WINS

   If a WINS server setting is not required, enter "0.0.0.0".

4. Press the [OK] button.

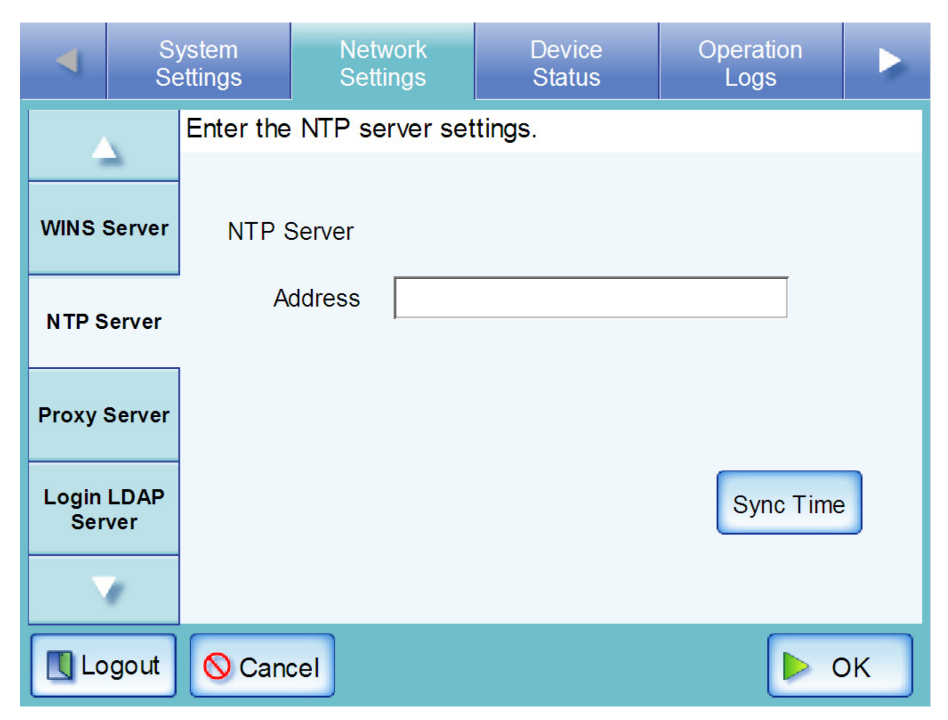
   ➪ The information entered is set.

4.7.6 Setting the NTP Server Touch Panel Admin Tool Central Admin

1. Select the [Network Settings] tab on the top menu.

2. Select the [NTP Server] tab on the left side menu.

   ➪ The "NTP Server" screen appears.



For Central Admin Console, can only set the NTP server address.

3. Enter the NTP server IP address, host name, or FQDN in the "Address" input field.
   - For an IP address
     The following format should be used xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).
   - For a host name or FQDN
     Up to 255 characters may be entered.
     If an NTP server is not required, leave this field blank.

4. Press the [Sync Time] button.

   ➪ The result of the time synchronization for the specified NTP server is shown.

   If no error message appears, the NTP server setting is valid.
   If an error message appears, refer to "E.1.1 Administrator Screen Messages" (page 445).

5. Press the [OK] button on the confirmation message screen.

6. Press the [OK] button.

⇨ The NTP server is set.



- The system time is automatically synchronized every 6 hours to that supplied by the NTP server.
- When the NTP server settings are changed, the system time is synchronized immediately.
- An adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout.

4.7.7 Setting the Proxy Server 

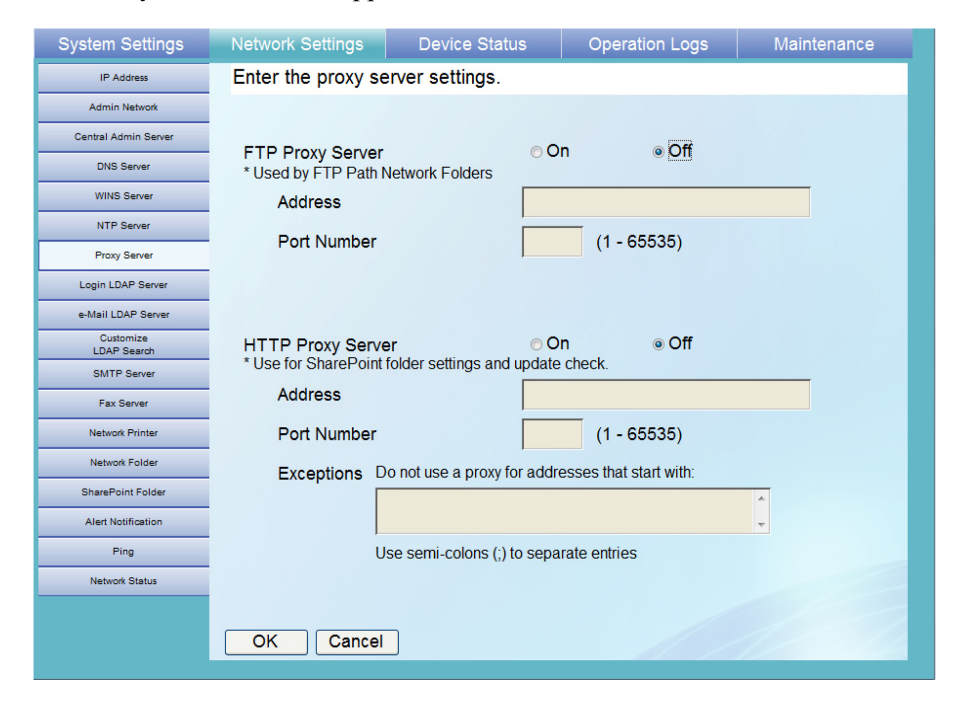


Set whether a proxy server is used when connecting to the FTP server or SharePoint server.
When a proxy server is used for update check, an HTTP proxy server should be set.
In this section, the Admin Tool screen is used as an example.

1. Select the [Network Settings] tab on the top menu.

2. Select the [Proxy Server] tab on the left side menu.

   ➪ The "Proxy Server" screen appears.



4

3. Use the "FTP Proxy Server" option to set whether or not a proxy server is used for FTP server connection.

The default setting is [Off].

Select [On] to enable connection via a proxy server.

1 Enter the proxy server IP address, host name, or FQDN in the "Address" input field.

- For an IP address

  The following format should be used xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).

- For a host name or FQDN

  Up to 255 characters may be entered.

2 Enter a port number for the proxy server, from 1 to 65535, in the "Port Number" field.

Select [Off] to enable direct connection (not via a proxy server).



This "FTP Proxy Server" setting must be set to [On] if the "Proxy" setting for any FTP server network folder is set to [On]. If the "FTP Proxy Server" setting is set to [Off], FTP server network folders cannot be used.
For details of how to set an FTP server folder as a proxied network folder, refer to "4.7.14 Setting the Network Folders" (page 138).

4. For [HTTP Proxy Server], set whether or not a proxy server is used for the SharePoint server connection or for the update check.

The default setting is [Off].

Select [On] to enable connection via a proxy server.

1 Enter the Central Admin Server IP address, host name, or FQDN in the "Address" input field.

- For an IP address

  The following format should be used xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).

- For a host name or FQDN

  Up to 255 characters may be entered.

2 Enter a port number from 1 to 65535, to be used by the scanner to communicate with the Central Admin Server.

3 Any IP addresses, host names, or FQDN that are to accessed directly (not via the proxy server) should be entered in the "Exceptions" field.

- Multiple addresses must be separated using semi-colons (";").
- "*" may be used as a wildcard character.
- An IP address may be followed by a "/" and then a subnet mask.

Select [Off] to enable direct connection (not via a proxy server).

5. Press the [OK] button.

⇨ The proxy server is set.

4.7.8 Setting the Login LDAP Server

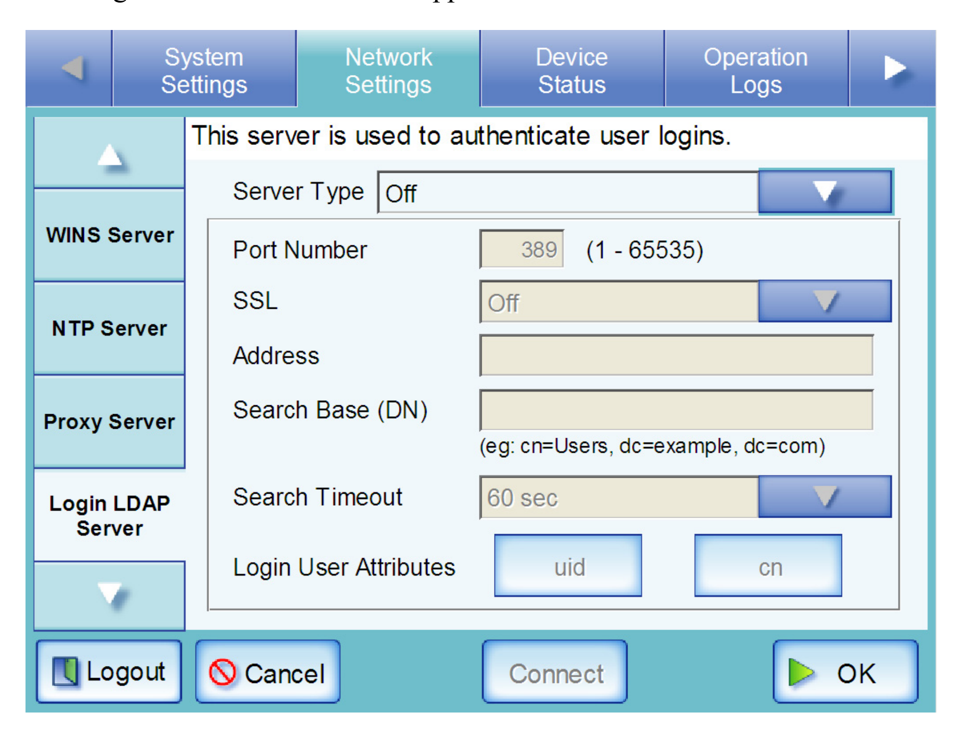


If a login LDAP server is set, user authentication will be checked.

1. Select the [Network Settings] tab on the top menu.

2. Select the [Login LDAP Server] tab on the left side menu.

   ➪ The "Login LDAP Server" screen appears.



3. Set the connection settings for the login LDAP server.

   Select [Active Directory] if the Active Directory server is to be used for user logins.
   Select [Active Directory Global Catalog] if a global catalog LDAP server is to be used for user logins.
   Select [Other LDAP Server] if an LDAP server other than the Active Directory is to be used for user logins.
   Select [Off] if an LDAP server is not required for user logins. If [Off] is selected, no other settings can be entered. Select the [OK] button to confirm the setting contents.

4. Enter a port number from 1 to 65535, to be used by the scanner to communicate with an LDAP server.

   The default setting is as follows.

- When [Off] is selected for "SSL"
  - If [Active Directory] or [Other LDAP Server] is selected, 389.
  - If [Active Directory Global Catalog] is selected, 3268.
- When [On (Full Validation: CA + Certificate)] or [On (Certificate Only, CA not validated)] is selected for "SSL"
  - If [Active Directory] or [Other LDAP Server] is selected, 636.
  - If [Active Directory Global Catalog] is selected, 3269.

5. Select whether and how to enable SSL (Transport Layer Security).

If [On (Full Validation: CA + Certificate)] is selected, SSL is enabled, and CAs and server certificates are validated as follows:

- Certificate authority (CA) validation
  Check the certification path of the LDAP server certificate by following the chain of certifying authorities back to an accepted Trust Anchor.
- Server certificate validation
  - Check that the current date/time is within the certificate validity period.
  - Check that the public key certificate has not been tampered with.
  - Check that the certificate has not been revoked.

If [On (Certificate Only, CA not validated)] is selected, SSL is enabled, and server certificates but not CAs are validated as follows:

- Server certificate validation
  - Check that the current date/time is within the certificate validity period.
  - Check that the public key certificate has not been tampered with.
  - Check that the certificate has not been revoked.

If [Off] is selected, SSL is disabled.

6. Enter the LDAP server IP address, host name, or FQDN in the "Address" input field.

- For an IP address
  The following format should be used `xxx.xxx.xxx.xxx` (`xxx` is a value from 0 to 255).
- For a host name or FQDN
  Up to 255 characters may be used.

7. In the "Search Base (DN)" input field, enter the distinguished name of the LDAP search base.

The character string entered here will be the root under which LDAP entries will be searched for.
This may be up to 255 characters long.
When [Active Directory] or [Other LDAP Sever] is selected, if settings are omitted, the entire contents of the LDAP server are searched.
When [Active Directory Global Catalog] is selected, if settings are omitted, the entire contents of the global server are searched.
For more details about the character string to be entered, and connection to the LDAP search target, refer to "LDAP Search Target" (page 109).

8. Press the [List] button for the "Search Timeout" input field.

⇨ A list of "search timeout" times appears.

9. Select the LDAP List search timeout delay.

The default time is 60 seconds.

⇨ The selected "Search Timeout" value is displayed.

10. Select login user attributes.

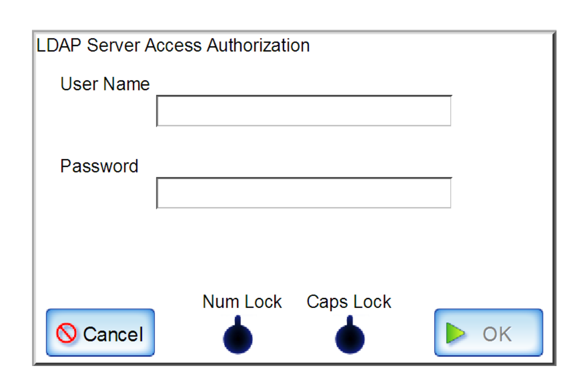
When [Other LDAP Server] is selected for the "Server Type", select whether LDAP server login users can be searched for by "uid" or "cn".
When [uid] is selected, users to be logged in are searched with "uid".
When [cn] is selected, users to be logged in are searched with "cn".

11. To check the connection with the LDAP server, press the [Connect (Test)] button.

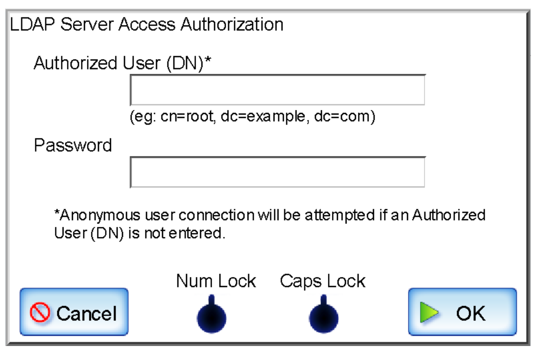
➪ The screen for setting access authorization details appears.

1. Enter the authentication details for confirming access to the LDAP server.

- When the "Server Type" is [Active Directory] or [Active Directory Global Catalog]



- When the "Server Type" is [Other LDAP Server]



- For the "User Name" and/or "Authorized User (DN)", alphanumeric characters (case sensitive) and symbols may be entered.
- Enter an "Authorized User (DN)" in DN format.
- For the "Password", alphanumeric characters (case sensitive) and symbols may be entered.



- For settings via the Admin Tool, when [Other LDAP Server] is selected for "Sever Type", even if the [Connect (Test)] button is pressed, the screen for setting access authorization details will not be shown. Enter the access authorization details on the "Login LDAP Server" screen.
- The "Caps Lock" and "Num Lock" indicators are shown when the administrator logs in via the scanner's LCD touch panel.
  The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
  The "Num Lock" indicator is on if the keyboard's Num Lock is set.

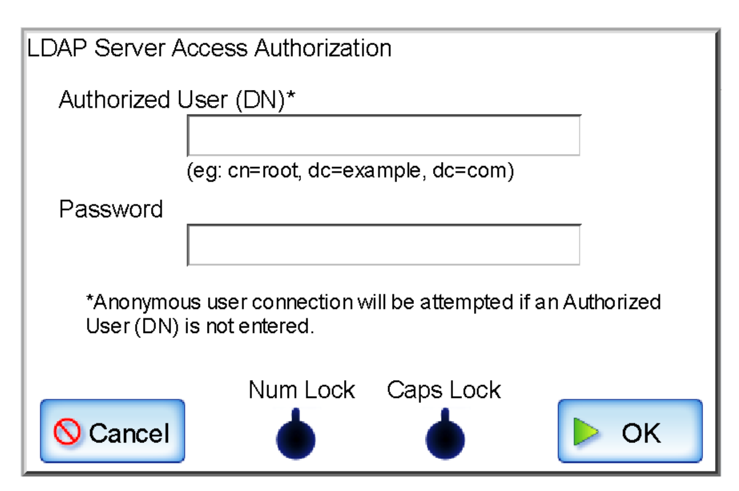
2. Press the [OK] button.

➪ When the connection is successful, the "Login LDAP Server" screen appears.

12. Press the [OK] button.

⇨ If a setting other than [Other LDAP Server] is selected for "Server Type", the login LDAP server settings are completed.

⇨ If [Other LDAP Server] is selected for "Sever Type", the screen for setting access authorization details is displayed.
Enter the access authorization details for the LDAP server login user to be searched and press the [OK] button to set the login LDAP server.



- For the "Authorized User (DN)", alphanumeric characters (case sensitive) and symbols may be entered.
- Enter an "Authorized User (DN)" in DN format.
- For the "Password", alphanumeric characters (case sensitive) and symbols may be entered.



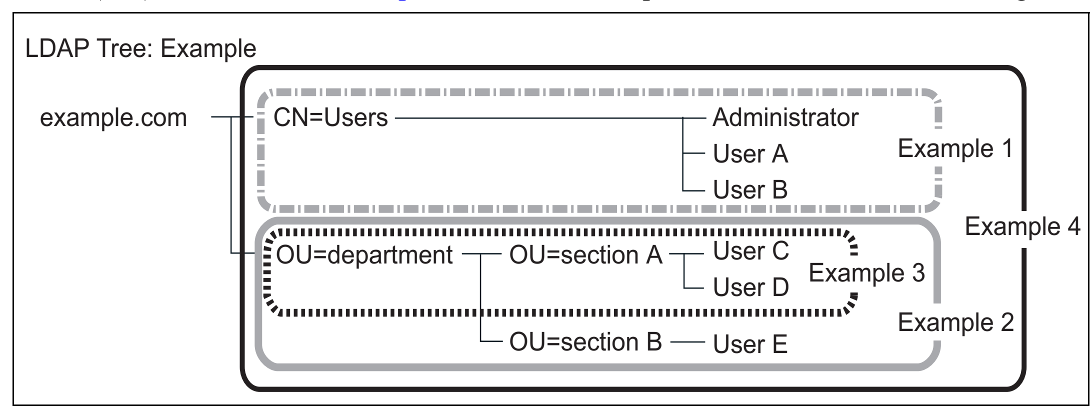
- For settings via the Admin Tool, when [Other LDAP Server] is selected for "Sever Type", even if the [OK] button is pressed, the screen for setting access authorization details will not be displayed. Enter the access authorization details on the "Login LDAP Server" screen.
- The "Caps Lock" and "Num Lock" indicators are shown when the administrator logs in via the scanner's LCD touch panel.
  The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
  The "Num Lock" indicator is on if the keyboard's Num Lock is set.

■ LDAP Search Target

The search range and method for LDAP server searches differs according to the LDAP server connection, or search base (DN) settings (Step 3 or Step 7 of "4.7.8 Setting the Login LDAP Server" (page 105)).

- For connecting with LDAP server (when [Active Directory] or [Other LDAP Server] is selected in Step 3)

  The following shows an example (where the domain name is *example.com*) for the "Search Base (DN)" to be entered in Step 7. The italic text represents variable character strings.

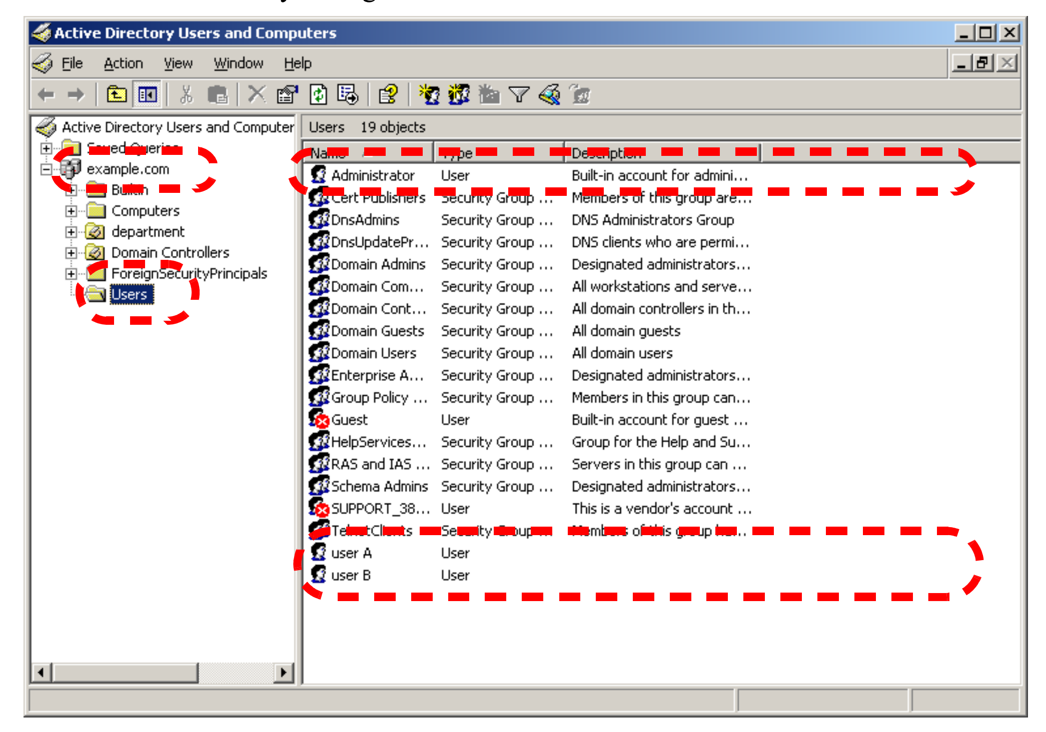


Hereinafter, Active Directory is used an example to describe search targets.

Example 1: When searching for (administrator, user A, user B)

CN=*Users*, DC=*example*, DC=*com*

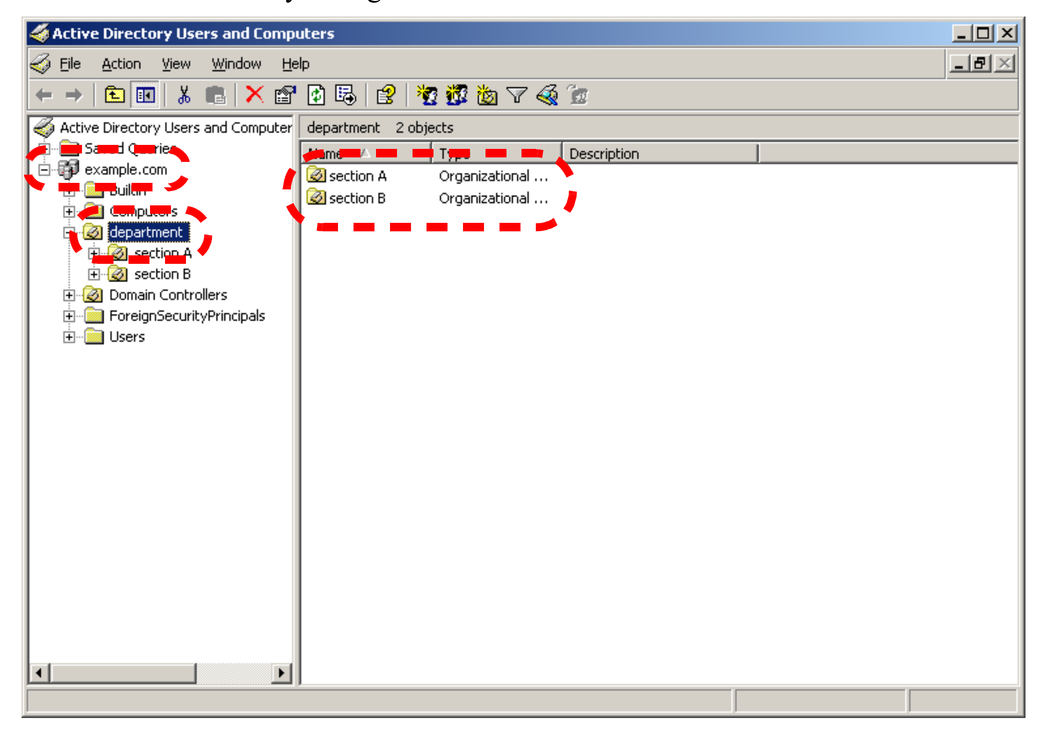
Active Directory configuration is as follows.



Example 2: When searching for (user C, user D, user E)

OU=*department*, DC=*example*, DC=*com*

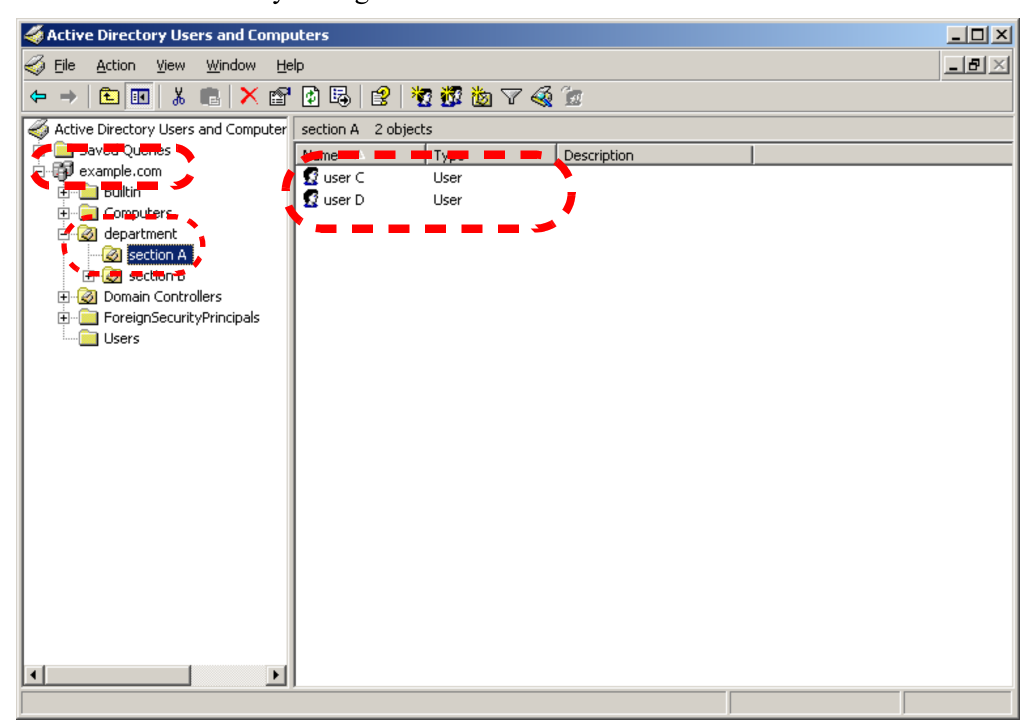
Active Directory configuration is as follows.



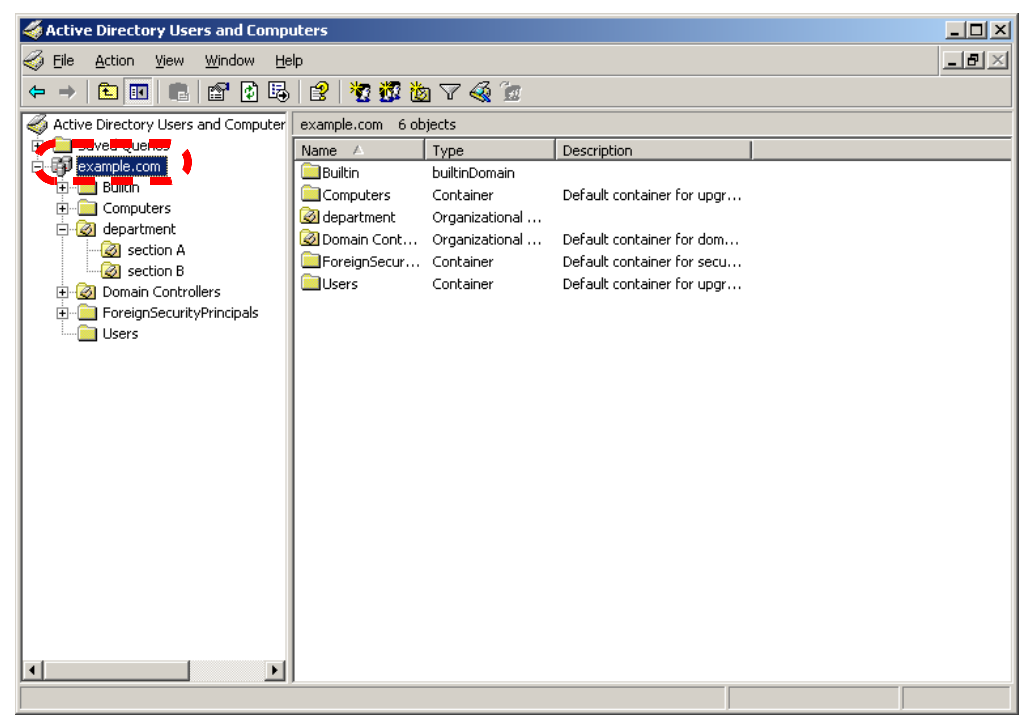
Example 3: When searching for (user C, user D)

OU=*section A*, OU=*department*, DC=*example*, DC=*com*

Active Directory configuration is as follows.

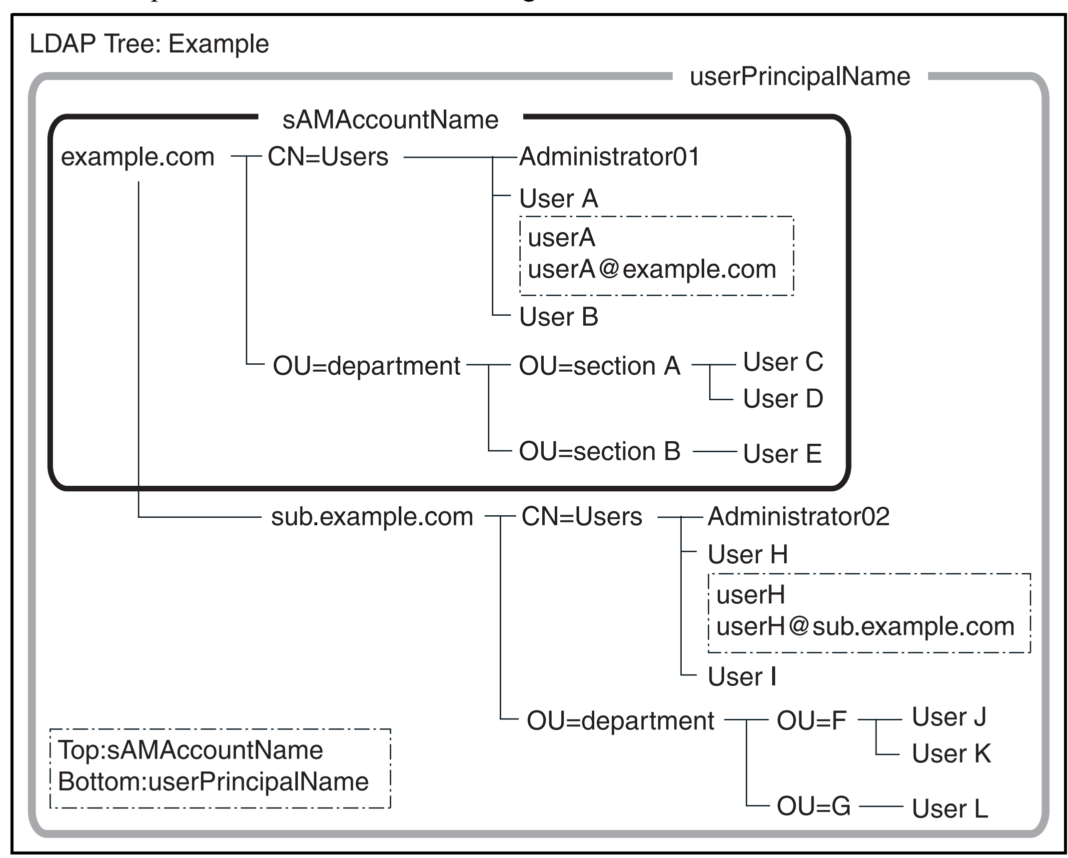


Example 4: When searching for all users
no "Search Base (DN)" setting, or DC=*example*, DC=*com*



4

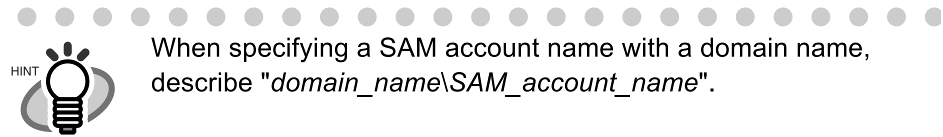
- For connecting with Global Catalog (when [Active Directory Global Catalog] is selected in Step 3)
  The following shows an example (where the parent domain name is *example.com*, and sub-domain name is *sub.example.com*) for the "Search Base (DN)" to be entered in Step 7. The italic text represents variable character strings.



Example: When searching in whole domain
no "Search Base (DN)" setting, or DC=*example*, DC=*com*
The LDAP search target differs as follows, according to whether a user logs in with a sAMAccountName or userPrincipalName.

Regular User	Login Name Top: sAMAccountName Bottom: userPrincipleName	Login Possible
User A	userA	OK
	userA@example.com	OK
User H	userH	NG
	userH@sub.example.com	OK

The SAM Account Name is the Active Directory user login name (sAMAccountName).



When specifying a SAM account name with a domain name, describe "*domain_name\SAM_account_name*".

The User Principal Name is the Active Directory user login name (userPrincipalName).

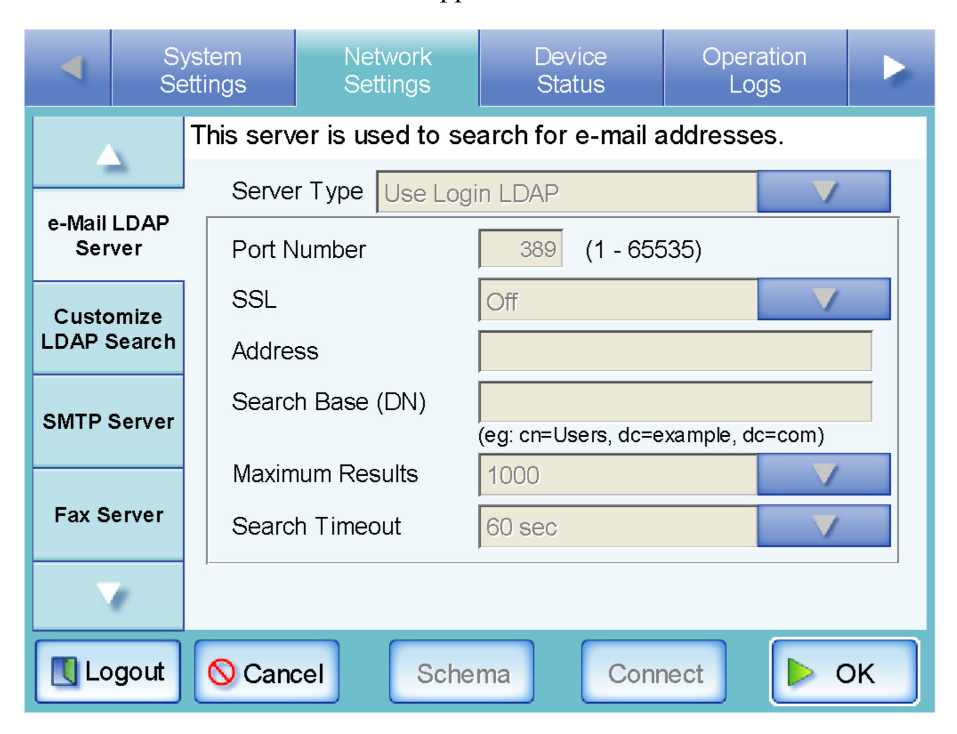
4.7.9 Setting the e-Mail LDAP Server 

If an e-mail LDAP server is set, the searches within the LDAP List on the "e-Mail Address Book" screen can be performed.

1. Select the [Network Settings] tab on the top menu.

2. Select the [e-Mail LDAP Server] tab.

   ➪ The "e-Mail LDAP Server" screen appears.



3. Set the e-mail LDAP server connection settings.
   Select [Use Login LDAP] to reuse the user login LDAP server settings for e-mail address searches or lookup. If [Use Login LDAP] is selected, no other settings can be entered. Press the [OK] button to set the e-mail LDAP server settings.
   Select [Active Directory] if the Active Directory server is to be used for e-mail address searches.
   Select [Active Directory Global Catalog] if a global catalog LDAP server is to be used for e-mail address searches.
   Select [Other LDAP Server] if an LDAP server other than the Active Directory is to be used for e-mail address searches.

4. Perform Step 4 to Step 11 (excluding Step 10) of "4.7.8 Setting the Login LDAP Server" (page 105).

5. Press the [List] button for the "Maximum Results" input field.

   ➪ A list of "number of maximum results" appears.

6. Select the maximum number of results for e-mail LDAP list searches.

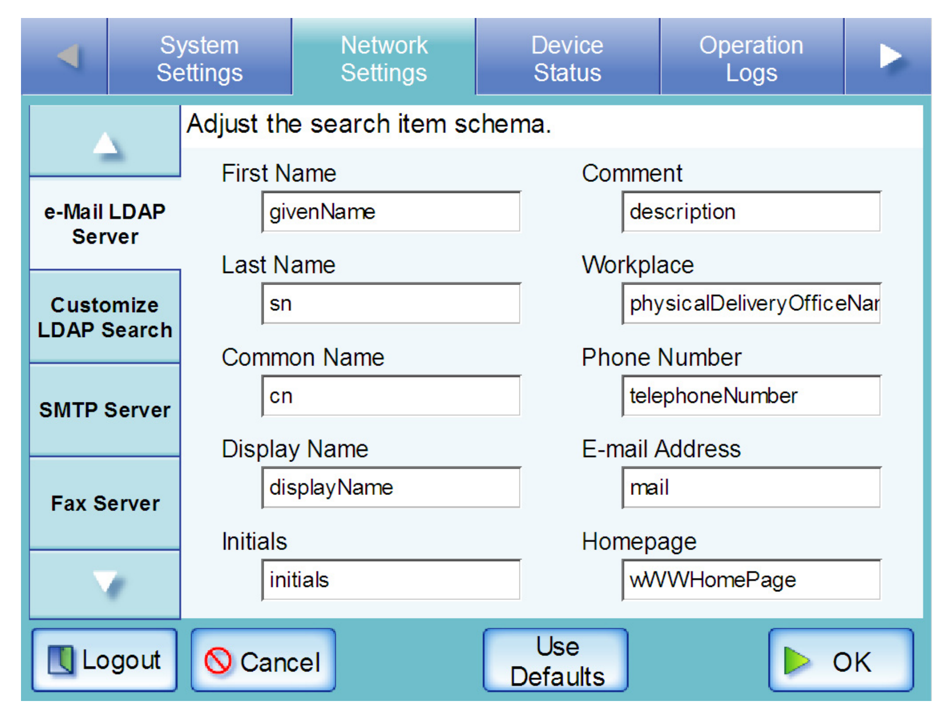
   The default maximum is 1000.

   ➪ The selected "Maximum Results" value is displayed.

7. When [Other LDAP Server] is selected for "Sever Type" only, press the [Schema] button to use the search items and schema.

   ➪ The screen for adjusting the search item schema for LDAP search appears.

   Press the [Use Defaults] button to return entered contents to the default values.
   Press the [OK] button to set the search item schema, and return to the "e-Mail LDAP Server" screen.

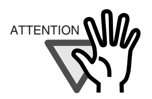


Search Item	Description
First Name	Enter the schema name that is to be associated with the "First Name" search item. The default value is "givenName".
Last Name	Enter the schema name that is to be associated with the "Last Name" search item. The default value is "sn".
Common Name	Enter the schema name that is to be associated with the "Common Name" search item. The default value is "cn".
Display Name	Enter the schema name that is to be associated with the "Display Name" search item. The default value is "displayName".

Search Item	Description
Initials	Enter the schema name that is to be associated with the "Initials" search item. The default value is "initials".
Comment	Enter the schema name that is to be associated with the "Comment" search item. The default value is "description".
Workplace	Enter the schema name that is to be associated with the "Workplace" search item. The default value is "physicalDeliveryOfficeName".
Phone Number	Enter the schema name that is to be associated with the "Phone Number" search item. The default value is "telephoneNumber".
E-mail Address	Enter the schema name that is to be associated with the "E-mail Address" search item. The default value is "mail". This cannot be omitted.
Homepage	Enter the schema name that is to be associated with the "Homepage" search item. The default value is "wWWHomePage".

8. Press the [OK] button.

⇨ The e-mail LDAP server is set.

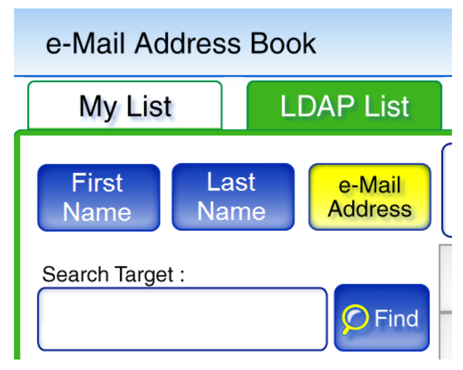


To use the e-mail LDAP server, use a login user account. If the login LDAP server and e-mail LDAP server are different, according to the domain configuration or login name format, it may not be possible to use the e-mail LDAP server. For more details, refer to "LDAP Search Target" (page 109).

4.7.10 Setting the LDAP Search Parameters



The search conditions ([First Name] and [Last Name] buttons on the following screen) on the "e-Mail Address Book" - [LDAP List] tab can be customized.

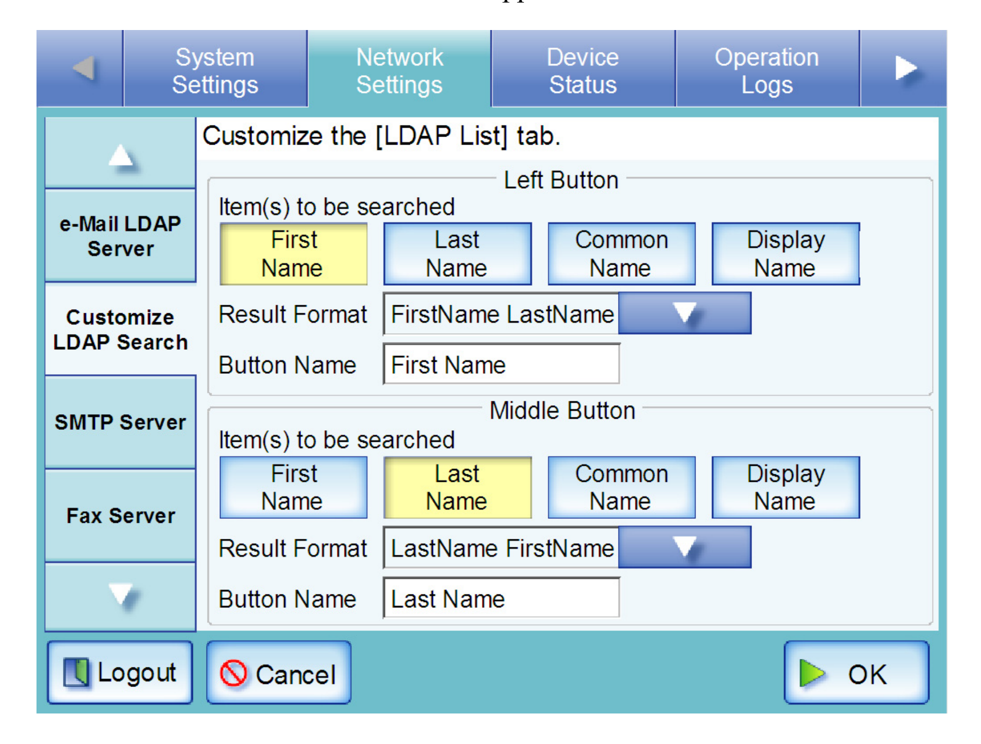


For details about the "e-Mail Address Book" - [LDAP List] tab, refer to "6.4.1 Selecting an e-Mail Target from the e-Mail Address Book" (page 263).

1. Select the [Network Settings] tab on the top menu.

2. Select the [Customize LDAP Search] tab on the left side menu.

   ⇨ The "Customize LDAP Search" screen appears.



4

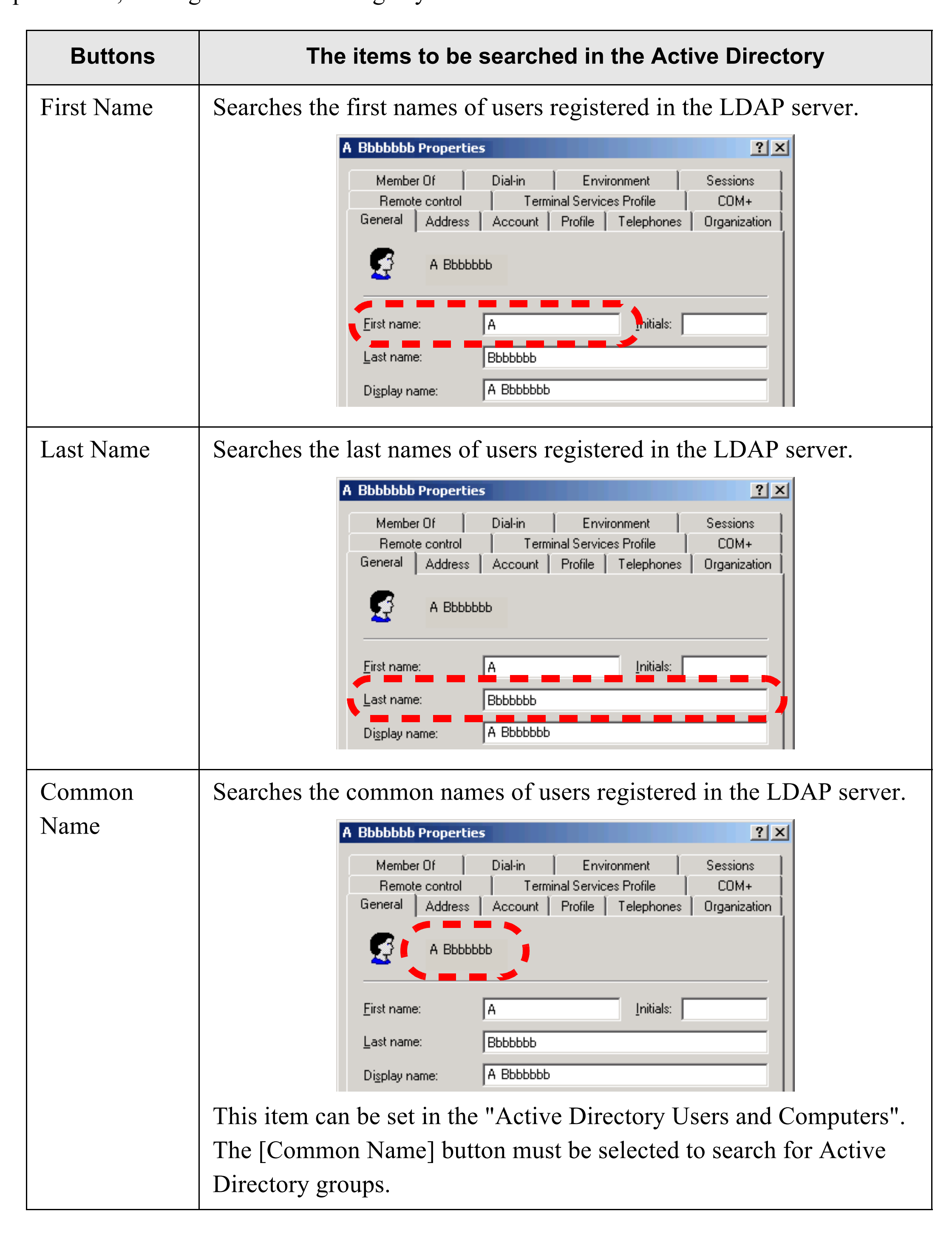


The following table shows the correspondence between the administrator "Customize LDAP Search" screen settings, and the regular user search condition buttons on the "e-Mail Address Book" - [LDAP List] tab.

Setting Area	Descriptions
Left Button	Determines the setting of the left button on the [LDAP List] tab.
Middle Button	Determines the setting of the middle button on the [LDAP List] tab.

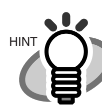
3. Specify the item(s) to be searched.

LDAP search is performed on the specified item(s).
Multiple search items can be selected. If multiple items are selected, an "OR" search is performed, finding entries containing any of the search words.



Buttons	The items to be searched in the Active Directory
First Name	Searches the first names of users registered in the LDAP server.
Last Name	Searches the last names of users registered in the LDAP server.
Common Name	Searches the common names of users registered in the LDAP server. This item can be set in the "Active Directory Users and Computers". The [Common Name] button must be selected to search for Active Directory groups.

Buttons	The items to be searched in the Active Directory
Display Name	Searches the display names of users registered in the LDAP server.



- If none of the [First Name], [Last Name], [Common Name], or [Display Name] buttons are selected, the corresponding search parameter button on the "e-Mail Address Book" - [LDAP List] tab cannot be selected.
- If the [Display Name] button is selected, and the display format for LDAP search results is "First Name" - "Last Name" or "Last Name" - "First Name", search results are shown as a "-" if a first name or last name has not been registered.

  Example: For LDAP search results format "First Name" - "Last Name", with a first name not registered

  Search result display format: Last Name ----

4. Press the [List] button for the "Result Format" input field.

   ➪ The result format screen appears.

5. Specify the format of the LDAP search result.

   Displays the LDAP search result according to the specified format.

Result Format	Descriptions
FirstName LastName	Shows "First Name" - "Last Name" of the users registered in the LDAP server.
LastName FirstName	Shows "Last Name" - "First Name" of the users registered in the LDAP server.
CommonName	Shows "Common Name" of the users registered in the LDAP server. The [Common Name] button must be selected to have group names appear when searching for Active Directory groups.
DisplayName	Shows "Display Name" of the users registered in the LDAP server.

6. Enter the button name.

The characters input here are displayed on the button name on the [LDAP List] tab.
This may be up to 18 characters long. Only alphanumeric characters may be entered.
A space (only one) also can be used, but the space will be displayed as a line break on the button. Please note that a space between words cannot be made within a line. Only one blank space can be entered.



If the button names are changed, check the actual button image shown on the LDAP "e-Mail Address Book" screen.
The button image may not show all characters entered.

7. Press the [OK] button.

⇨ The LDAP search parameters are set.

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4.7.11 Setting the e-Mail Server (SMTP Server)



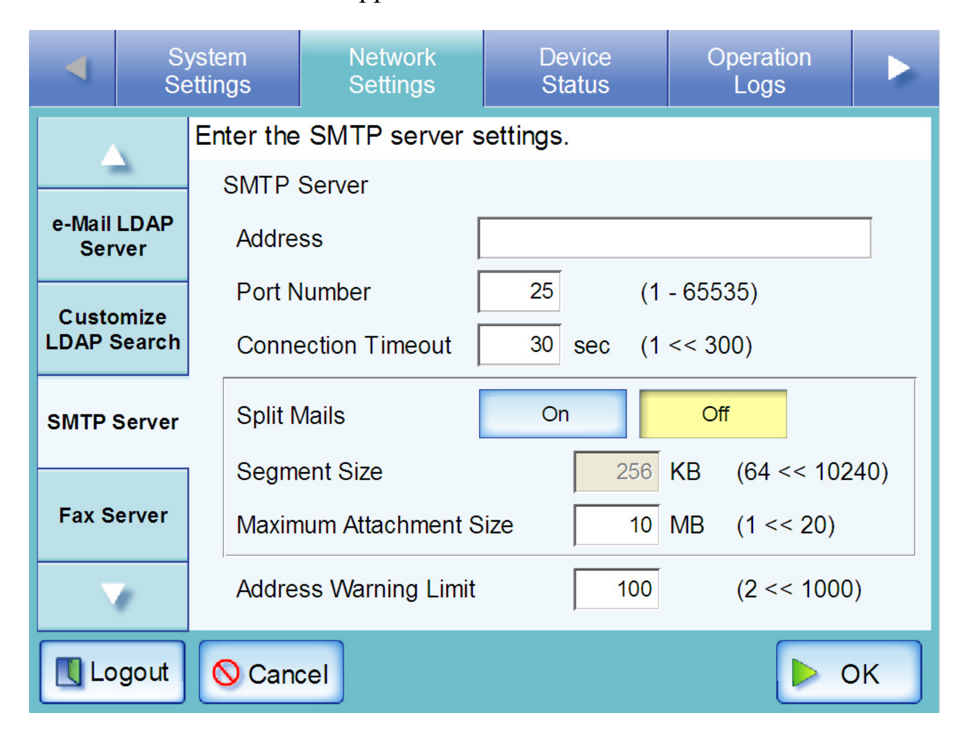




e-Mail cannot be sent if authentication is required by the e-mail server before sending.

1. Select the [Network Settings] tab on the top menu.
2. Select the [SMTP Server] tab on the left side menu.

➪ The "SMTP Server" screen appears.



3. Enter the SMTP server IP address, host name, or FQDN in the "Address" input field.
   - For an IP address
     The following format should be used xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).
   - For a host name or FQDN
     This may be up to 255 characters long.
     If an SMTP server is not required, leave this field blank.

4. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the SMTP Server.
   The default setting is "25".

5. For "Connection Timeout", enter a timeout value for SMTP server connection between 1 and 300 seconds.

   The default value is "30 sec".

6. At "Split Mails", set whether to send split e-mails.

   The default setting is [Off].
   Press the [On] button to send split e-mails.
   Press the [Off] button to send an e-mail without splitting it.

7. For "Segment Size", set a value from 64 to 10240 as the maximum size for splitting an e-mail.

   The default size is "256 KB".

8. Set the "Maximum Attachment Size" for e-mails (total data size when sending an e-mail). This may be between 1 and 20 MB.

   The default size is "10MB".



Set this value so as not to exceed the value of the message size restriction set in the SMTP server.

9. For "Address Warning Limit", set a value from 2 and 1000 as the maximum number of addresses to which e-mail can be sent without confirmation. If the number of recipient addresses specified for an e-mail is then larger than this value, a warning dialog will be shown to prevent inadvertent transmission of a mass e-mailing.

   The default value is "100".

10. Press the [OK] button.

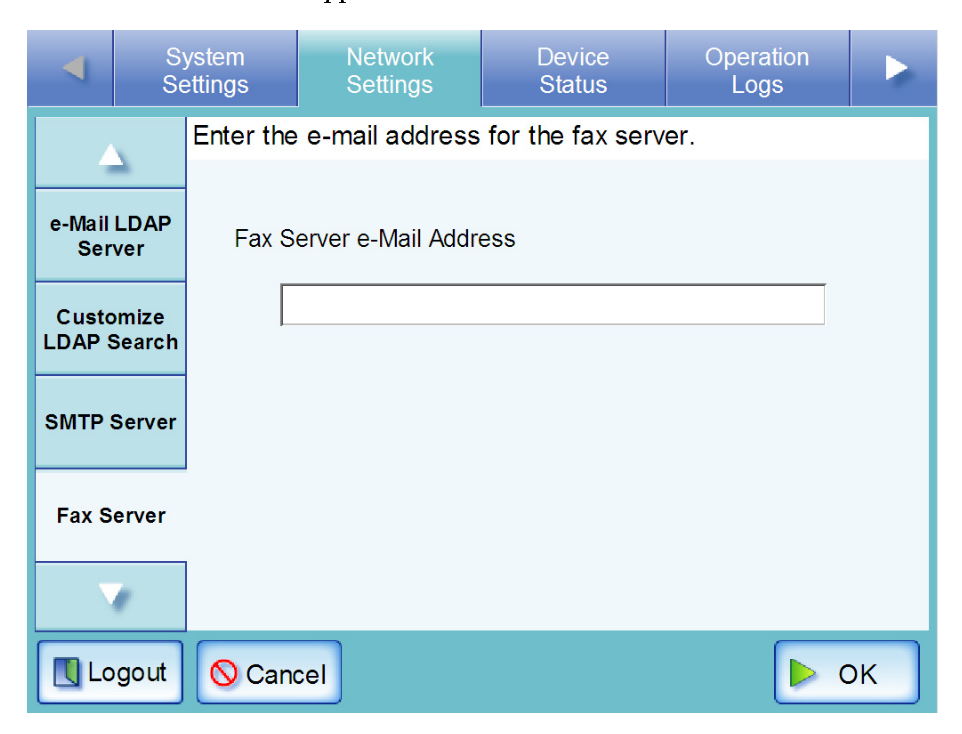
    ⇨ The SMTP server is set.

4.7.12 Setting the Fax Server 

1. Select the [Network Settings] tab on the top menu.

2. Select the [Fax Server] tab on the left side menu.

   ➪ The "Fax Server" screen appears.



3. Enter a monitored fax server (RightFax) e-mail address in the "Fax Server e-Mail Address" field.

   If the fax server setting is not required, leave the field blank.
   For more details about e-mail Address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).

4. Press the [OK] button.

   ➪ The fax server is set.

4.7.13 Setting the Network Printers   

Set a printer connected to the network.
The procedure for setting a network printer is as follows.

1. Check the printer driver.

   For more details, refer to "Checking the Printer Drivers" (page 126).

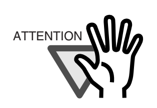
2. Set the printer properties.

   For more details, refer to "Setting the Printer Properties" (page 127).

3. Register the network printer.

   Up to 100 network printers can be registered.
   A network printer can be registered in one of the following ways.
   - Network Tree
     Select a network printer from the network tree.
     For more details, refer to "Registering a Network Printer (Network Tree)" (page 130).
   - Network Path
     Directly enter the network printer path name.
     For more details, refer to "Registering a Network Printer (Network Path)" (page 133).

4



- Be sure to read the printer manual beforehand for information about setting a printer, adding a network printer, and other cautions.
- If the drive on which the spool folder for the print server exists does not have enough free space, printing will stop. Make sure that there is enough space in the drive before printing.
- Do not set a virtual printer.
- If a printer connected to different print servers is to be registered as a network printer multiple times, the software version of the driver should be the same on each print server. If the software version of the printer driver differs, printing errors may occur.

■ Checking the Printer Drivers

The driver installed on the print server must be compatible with Windows XP.
Use the following procedure to check whether the drivers installed on the print server are Windows XP compatible drivers.

1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].

   ➪ The "Printers and Faxes" window appears.

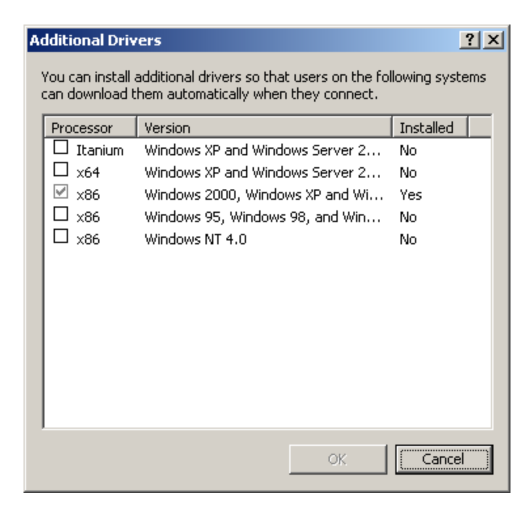
2. Right-click on a printer, and select [Properties].

   ➪ Printer properties appear.

3. Press the [Additional Drivers] button in the [Sharing] tab.

   ➪ The "Additional Drivers" window appears.

4. Check that the "Processor" is "x86" (or intel), and that "Installed" is "Yes" for version Windows XP.



When the "Installed" status is "Yes", the driver has been installed and the printer can be used as a network printer. Press the [Cancel] button.
When the "Installed" status is "No", select version "Windows XP", and press the [OK] button.
➪The Windows XP compatible driver is installed.

■ Setting the Printer Properties

Use the following procedures to set a printer.

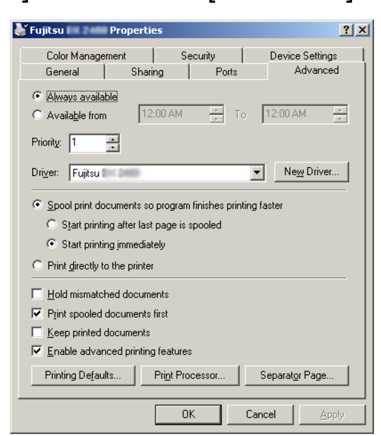
1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].

   ➪ The "Printers and Faxes" window appears.

2. Right-click on a printer, and select [Properties].

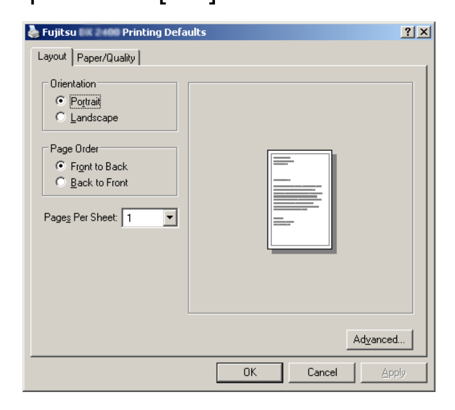
   ➪ The "printer properties" window appears.

3. Press the [Printing Defaults] button in the [Advanced] tab.



   ➪The "printing defaults" window is displayed.

4. Change the settings and press the [OK] button.



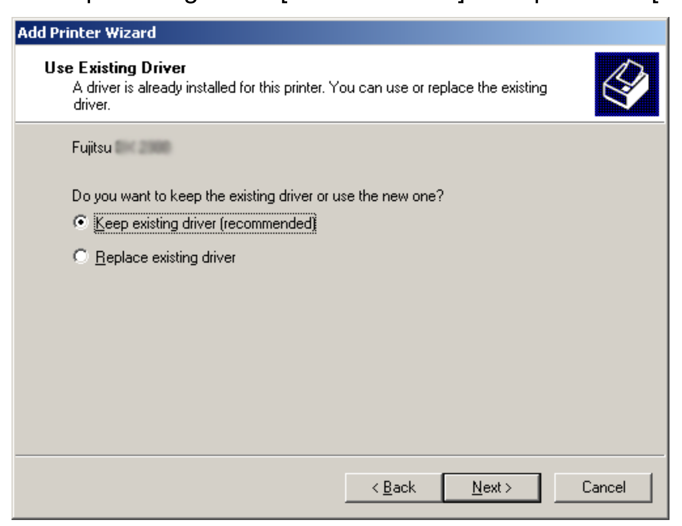
   ➪ The printer properties are set.

4

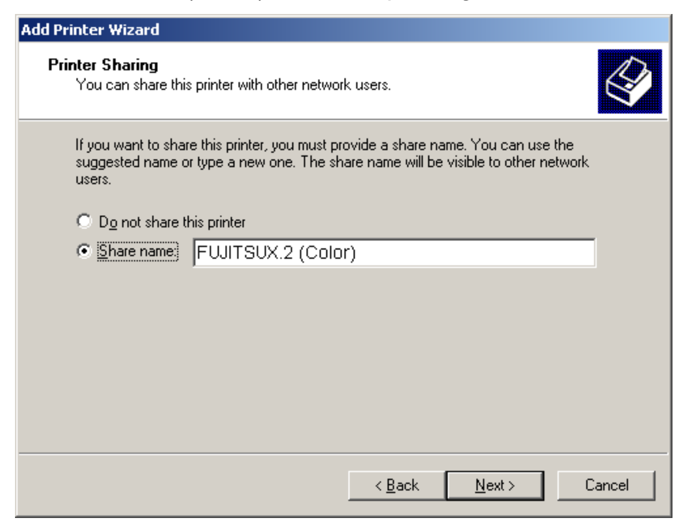


It is recommended that the same one printer is added to the print server multiple times for each set of properties settings, according to usage. For example, "for color printing" and "for black & white printing".
For a color printing example, the procedure for adding a printer is as follows.

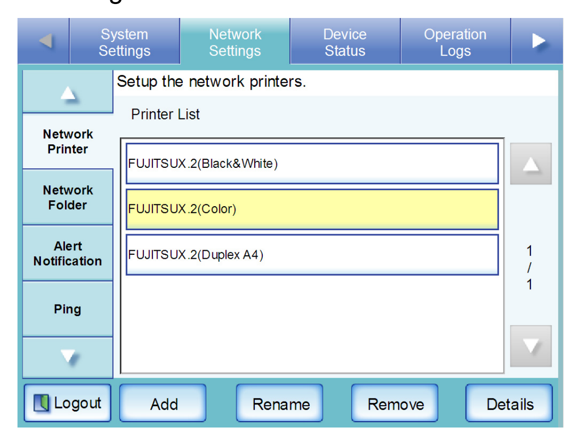
1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].
   ⇨The "Printers and Faxes" window appears.
2. Double-click the [Add Printer].
   ⇨The "Add Printer Wizard" window appears.
3. Follow prompts on the wizard window until the "Use Existing Driver" window appears.
4. Select "Keep existing driver [recommended]" and press the [Next] button.



5. Follow the prompts on the wizard window until the "Printer Sharing" window appears.
6. Specify the shared name.
   Enter "FUJITSUX.2 (Color)" for color printing.



It is recommended to name the printer with an alias that indicates the contents of the properties settings as follows.



⇨Follow the prompts on the wizard window. The "Completing the Add Printer Wizard" message indicates that the printer addition has completed. Press the [Finish] button.

⇨The printer is added on the "Printers and Faxes" window.

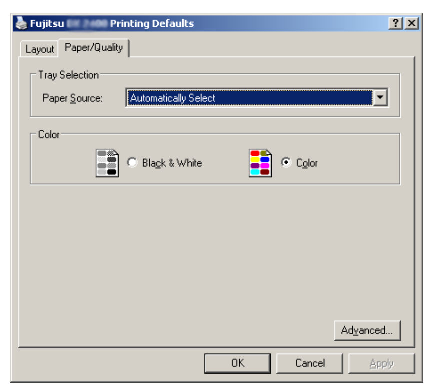
7. Right-click the added printer and select [Properties].

   ⇨The "printer properties" window appears.

8. Press the [Printing Defaults] button on the [Advanced] tab.

   ⇨The printing defaults window appears.

9. Select "Color" on the [Paper/Quality] tab, and press the [OK] button.



⇨Printing is set to "Color".

After this, if the printer set for color printing on the print server is added to the scanner printer list, the user can specify to use this printer already set for color printing.

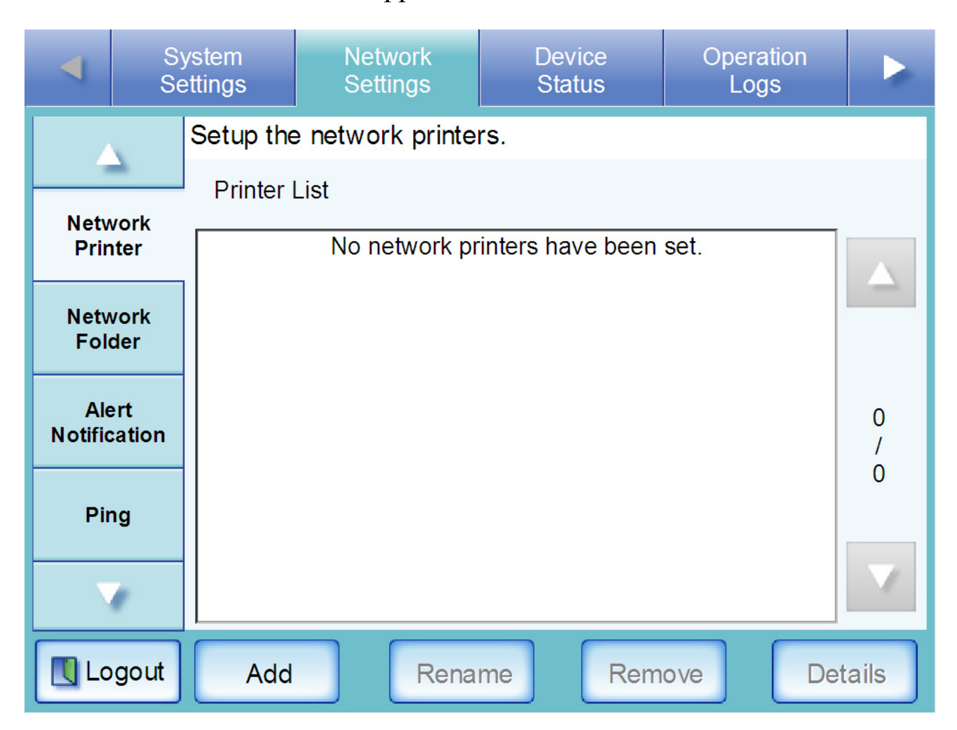
For details about adding the printer to the scanner printer list, refer to "Registering a Network Printer (Network Tree)" (page 130) or "Registering a Network Printer (Network Path)" (page 133).

■ Registering a Network Printer (Network Tree)

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Printer] tab on the left side menu.

   ⇨ The "Network Printer" screen appears.

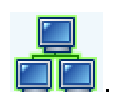


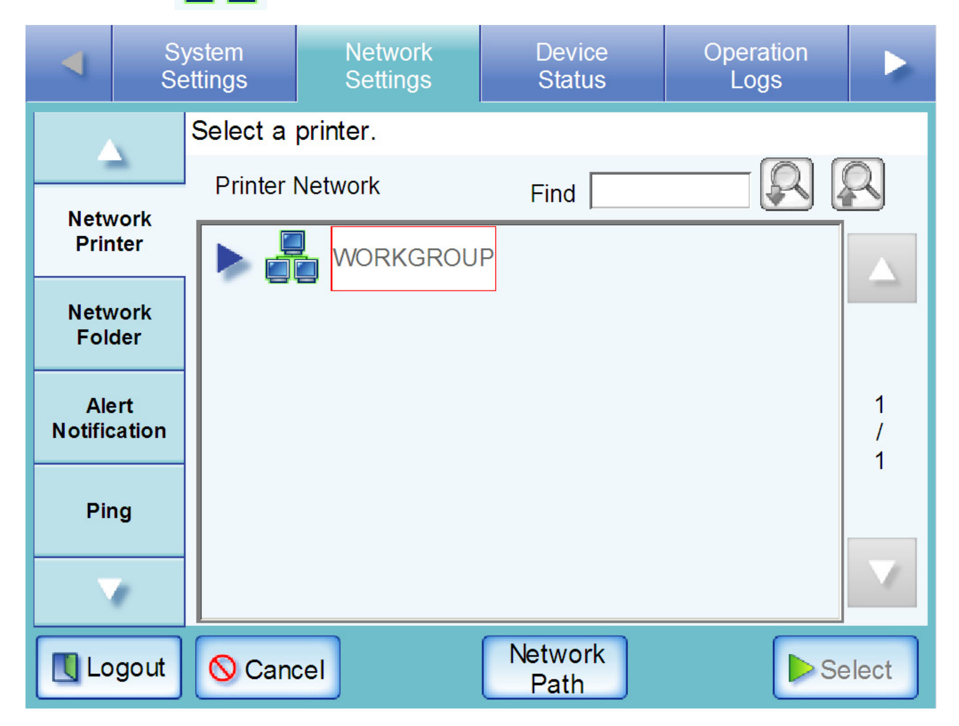
3. Press the [Add] button.

   ⇨ The screen for selecting a network printer is displayed.



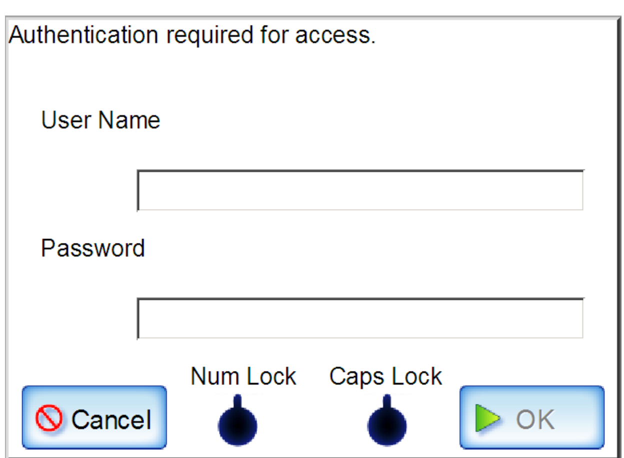
Desired domains may not be shown in the Printer Network. In this case, directly enter the network printer path name, or wait for a few minutes and re-open the screen for selecting a network printer.

4. Select a domain  .



⇨ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.





The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen, when the administrator logs in via the scanner's LCD touch panel.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.

1. Enter a User Name.
   This may be up to 256 characters long.
2. Enter a Password.
   This may be up to 256 characters long (case sensitive).

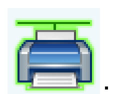
3. Press the [OK] button.
   ➪When the user name and password are valid, or if login is not required, the network tree expands and computer names are displayed under the selected domain.

5. Select a computer .

➪ If login is required, a login authentication screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.

1. Enter a User Name.
   This may be up to 256 characters long.
2. Enter a Password.
   This may be up to 256 characters long (case sensitive).
3. Press the [OK] button.
   ➪When the user name and password is valid, or if login is not required, the network tree expands and network printers are displayed under the selected computer name.

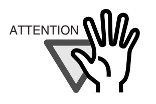
6. Select a network printer .



A network printer that has already registered cannot be added.

7. Press the [Select] button.

➪ The screen returns to the "Network Printer" screen, and the registered network printer is added to the network printer list.



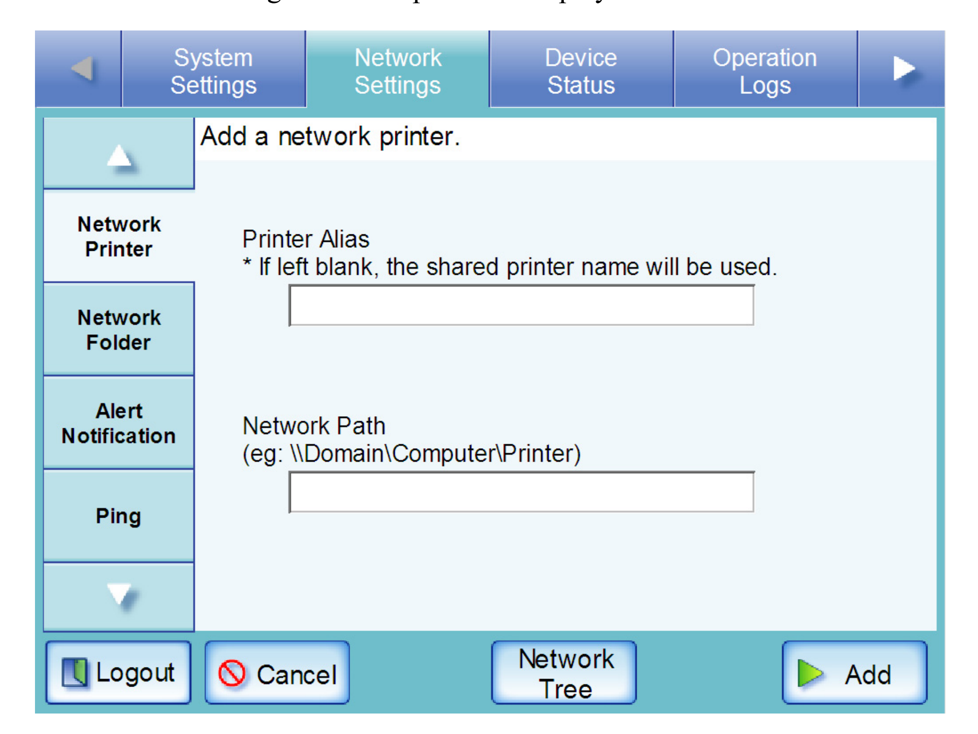
- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer first, and then change the share name/printer alias, and register it again.

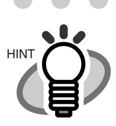


- The default network printer alias will be the same as the alias selected from the network tree. For details on changing the printer alias, refer to "Renaming a Network Printer" (page 135).
- While the network tree is displayed, enter characters to be searched for in the "Find" field, and press the [Back] or [Next] button to focus the network tree on the specified characters.

■ Registering a Network Printer (Network Path)

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
   ⇨ The "Network Printer" screen appears.
3. Press the [Add] button.
   ⇨ The screen for selecting a network printer is displayed.
4. Press the [Network Path] button.
   ⇨ The screen for adding a network printer is displayed.





Pressing the [Network Tree] button returns to the screen for selecting a network printer from the network tree.

5. Enter a "Printer Alias".
   This may be up to 80 characters long. "\" cannot be used in a printer alias.
   If you do not enter a name for "Printer Alias" and press the [Add] button, the shared name will be used as the "Printer Alias".

6. Enter a "Network Path".

"Network Path" may be up to 255 characters long.
Set the network path in the following format:
`\\Domain_name\Computer_name\Printer_alias`
For the "Domain_name", specify the NetBIOS domain name or the workgroup name that the network printer belongs to.
For the "Computer_name", specify the IP address, host name, or FQDN.
When specifying the IP address or FQDN for "Computer_name", a primary DNS suffix setting for the print server is required.
When a primary DNS suffix for the print server is already set, the following settings are not required.
The procedure for setting a primary DNS suffix is as follows.

1. From the [Start] menu on the print server, select [Control Panel]-[System].
   For Windows Server 2008 or Windows Server 2012, from the [Start] menu, select [Control Panel]-[System], and then select [Advanced system settings] on the [System] window.
   ⇨The "System Properties" window appears.
2. Select the [Change] button in the [Computer Name] tab.
   For Windows 2000 Server, select the [Properties] button in the [Network Identification] tab.
   ⇨The "Computer Name Changes" window appears.
3. Select the [More] button.
   ⇨The "DNS Suffix and NetBIOS Computer Name" window appears.
4. For "Primary DNS suffix of this computer", specify the DNS suffix to be appended to the name of this computer when completing its FQDN.
   Example: `example.com`
5. After these changes are applied, restart the computer.

7. Press the [Add] button.

⇨ The screen returns to the "Network Printers" screen, and the registered network printer is added to the network printer list.



- The already registered network printer cannot be added.
- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer first, and then change the share name/printer alias, and register it again.



- The default network printer alias will be the same as the alias selected from the network tree. For details on changing the printer alias, refer to "Renaming a Network Printer" (page 135).
- The authentication screen may appear.

■ Renaming a Network Printer

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Printer] tab on the left side menu.

   ➪ The "Network Printer" screen appears.

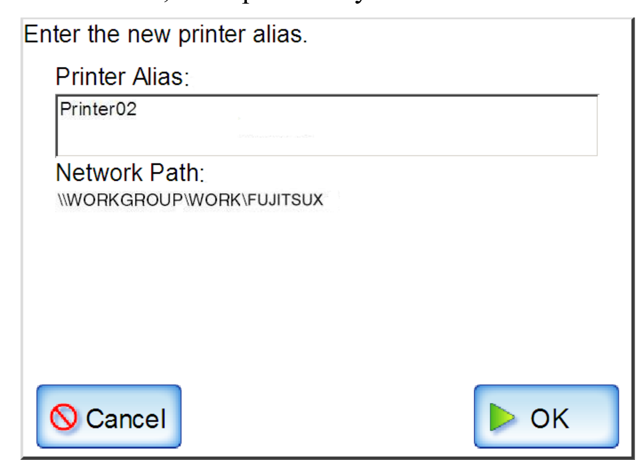
3. Select the network printer that is to be renamed.

4. Press the [Rename] button.

   ➪ The screen for renaming a network printer is displayed.

5. Enter a new printer alias.

   This may be up to 80 characters long. The folder alias may not contain backslashes (\). Trailing spaces are truncated, so a spaces-only alias is not allowed.



6. Press the [OK] button.

   ➪ The network printer is renamed.

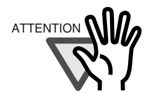
■ Removing a Network Printer

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.

   ⇨ The "Network Printer" screen appears.
3. Select the network printer that is to be removed from the printer list.
4. Press the [Remove] button.

   ⇨ The screen for removing a network printer is displayed.
5. Confirm the details of the network printer that is to be removed are correct, and press the [Yes] button.

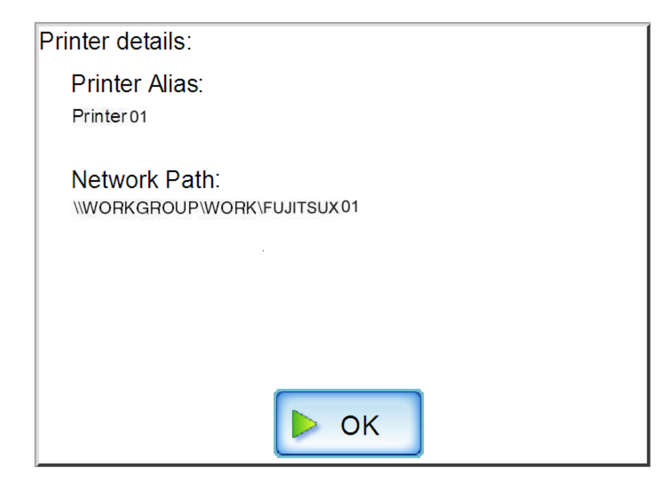
   ⇨ The selected network printer is removed from the network printers list.



If removing a network printer is attempted while the network is not connected, the "Deleting" status on the screen be stopped. Before removing a network printer, check that the network is functioning normally.

■ Viewing the Printer Details

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
   ➪ The "Network Printer" screen appears.
3. Select the desired network printer from the printer list.
4. Press the [Details] button.
   ➪ The information for the selected network printer is displayed.



4

4.7.14 Setting the Network Folders 





A list of network folders may be set as "Save" targets for scanned data.
Any accessible file server folder or FTP server folder may be specified.
Up to 100 network folders and FTP server folders can be added.
A network folder can be added in either of the following ways.

- Network Tree
  Select a network folder from the network tree.
  For details, refer to "Registering a Network Folder (Network Tree)" (page 139).
- Network Path
  Set a network folder by directly entering the path alias for the file server folder.
  For details, refer to "Registering a Network Folder (Network Path)" (page 142).
- FTP Path
  Set a network folder by directly entering the path alias for the FTP server folder.
  For details, refer to "Registering a Network Folder (FTP Path)" (page 144).



Note the following when registering a network folder.

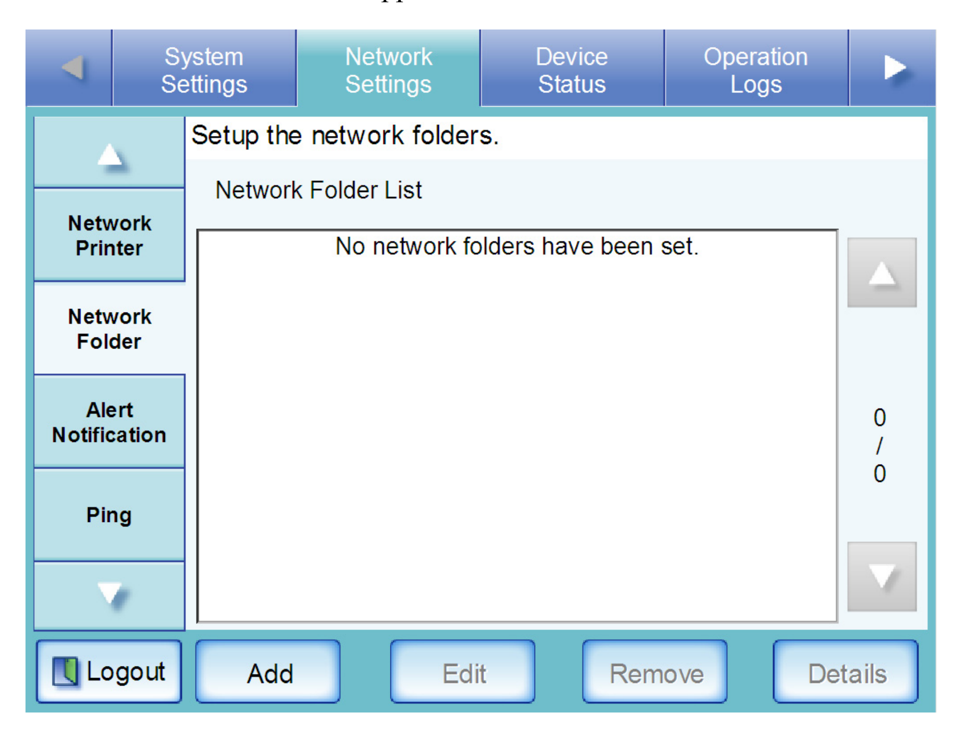
- The network folder is registered as a network path. If the network folder is on a Windows file server and the length of the full Windows path including the file name exceeds 259 characters, the scan data will not be saved. Before registering a (Windows) network folder, check that the length of the full file path+name is not likely to exceed 259 characters.
- If the selected folder was created using a language foreign to that of the browsing operating system, the network folder may not register correctly. If the name of the network folder contains unrecognizable characters, check the codeset used.
- If the number folders to be displayed is large, they may take a long time to appear.

■ Registering a Network Folder (Network Tree)

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Folder] tab on the left side menu.

   ➪ The "Network Folder" screen appears.



3. Press the [Add] button.

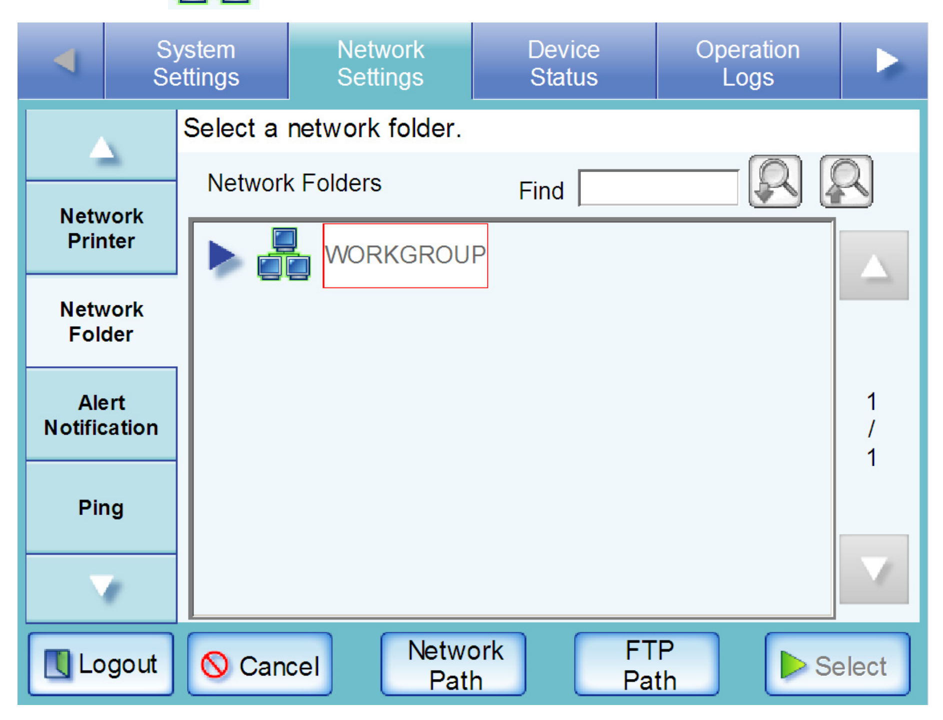
   ➪ The screen for adding a network folder is displayed.



Desired domains may not be shown in the Network Folders. In this case, directly enter the path alias for the file server, or wait for a few minutes and re-open the screen for adding a network folder.

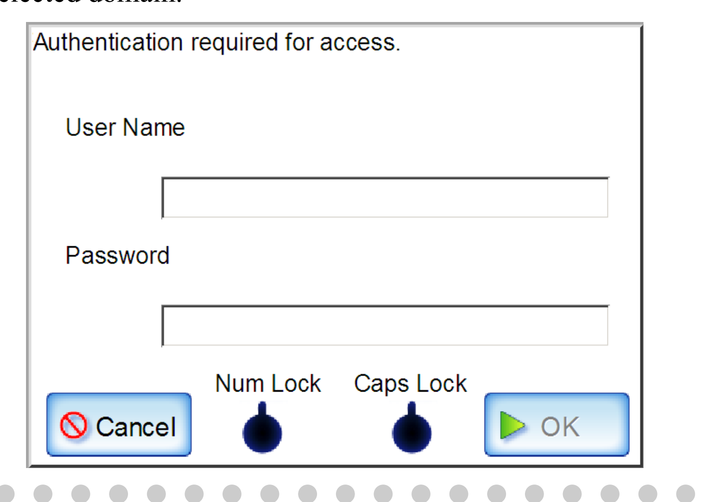
4

4. Select a domain .



⇨ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.





The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen, when the administrator logs in via the scanner's LCD touch panel.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.

1. Enter a User Name.
   This may be up to 256 characters long.
2. Enter a Password.
   This may be up to 256 characters long (case sensitive).
3. Press the [OK] button.
   ⇨When the user name and password are valid, or if login is not required, the network tree expands and computer names are displayed under the selected domain.

5. Select a computer  .

⇨ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.

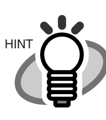
1. Enter a User Name.
   This may be up to 256 characters long.
2. Enter a Password.
   This may be up to 256 characters long (case sensitive).
3. Press the [OK] button.
   ⇨When the user name and password is valid, or if login is not required, the network tree expands and network folders are displayed under the selected computer name.

6. Select a network folder  .

The selected folder will be opened to show any sub-folders, which themselves may be selected in turn (up to seven levels deep, including the parent domain).

7. Press the [Select] button.

⇨ The selected network folder is added to the network folder list.



- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to "Renaming a Network Folder" (page 147).
- Select a readable and writable network folder.
- The "Network" tree can show up to 400 domain, computer, and network folder items on the LCD touch panel screen, and up to 10,000 items on the Admin Tool screen.
- While the network tree is displayed, enter characters to be searched for in the "Find" field, and press the [Back] or [Next] button to focus the network tree on the specified characters.

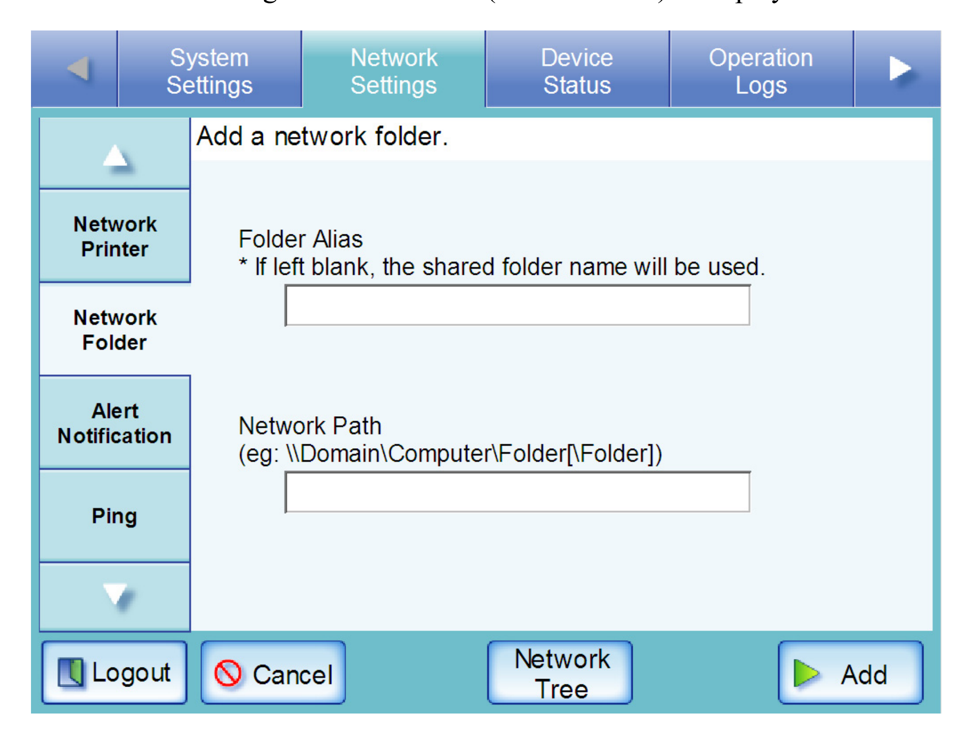
■ Registering a Network Folder (Network Path)

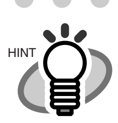
1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.

   ➪ The "Network Folder" screen appears.
3. Press the [Add] button.

   ➪ The screen for selecting a network folder is displayed.
4. Press the [Network Path] button.

   ➪ The screen for adding a network folder (Network Path) is displayed.





Pressing the [Network Tree] button returns to the screen for selecting a folder from the network tree.

5. Enter a "Folder Alias".

   This may be up to 80 characters long. "\" cannot be used in a folder alias.
   If you do not enter a name for "Folder Alias" and press the [Add] button, the shared name will be used as the "Folder Alias".

6. Enter a "Network Path".

   Set the network path in the following format:
   `\\Domain_name\Computer_name\Folder_name[\Folder_name]`
   The minimum requirement for a network path is:
   `\\Domain_name\Computer_name\Folder_name`
   This may be up to 255 characters long.
   Sub folders (`[\Folder_name]` is the example above) are optional.
   "/" and "\" can be used as a delimiter for the folder alias.
   If "/" is used, the network folder name is registered as "`folder_name/folder_name`".
   For the "`Domain_name`", specify the NetBIOS domain name or the workgroup name that the network folder belongs to.
   For the "`Computer_name`", specify the IP address, host name, or FQDN.

7. Press the [Add] button.

   ⇨ The network folder is added to the network folder list.



- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to "Renaming a Network Folder" (page 147).
- Select a readable and writable network folder.
- The authentication screen may be displayed.

4

■ Registering a Network Folder (FTP Path)

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Folder] tab on the left side menu.

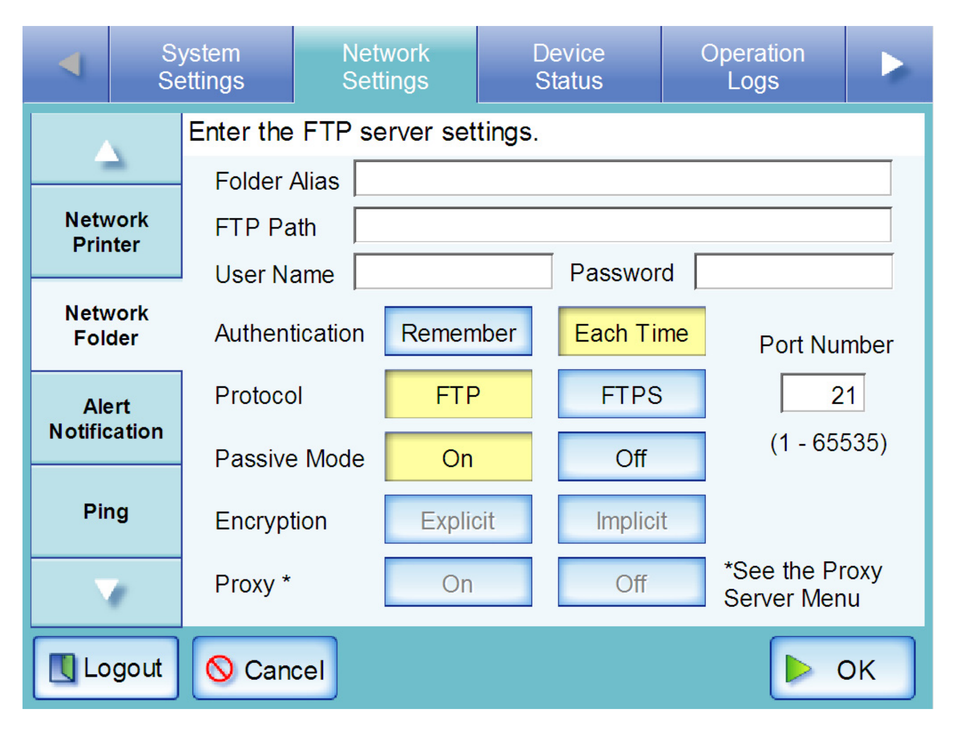
   ➪ The "Network Folder" screen appears.

3. Press the [Add] button.

   ➪ The screen for selecting a network folder is displayed.

4. Press the [FTP Path] button.

   ➪ The screen for entering a network folder (FTP Path) is displayed.



5. Enter a "Folder Alias".

   This may be up to 80 characters long. "\" cannot be used in a folder alias.
   If you do not enter a name for "Folder Alias" and press the [OK] button, the FTP path will be used as the "Folder Alias". If the FTP path includes "\", the name of the bottommost folder in the path is used as the "Folder Alias". For example, if the FTP path is specified as "FTPSERVER\folder", the "Folder Alias" will be "folder".

6. Enter a "FTP Path".

   This may be up to 255 characters long.
   Set the FTP path in the following format:
   `Computer_name\Folder_alias`
   For the "Computer_name", specify the IP address, host name, or FQDN.

7. Enter a user name and password for login to the FTP sever.

   "User Name" or "Password" may be up to 256 characters long. Passwords are case sensitive.

8. For "Authentication", specify whether or not to save the entered "User Name" and "Password".

   When the [Remember] button is selected, the "User Name" and "Password" are saved. The "User Name" and "Password" saved for authentication are used on the regular user screen.
   When the [Each Time] button is selected, the "User Name" and "Password" are not saved. When selecting a network folder initially, authentication is required on the regular user screen. However, if the user is registered in the LDAP server, and the LDAP user name and password can be used for authentication, the authentication screen will not appear even if the [Each Time] button is selected.

9. For "Protocol", specify how to access the FTP server.

   The default value is "FTP".
   When the [FTP] button is selected, the FTP server will be connected without SSL encryption.
   When the [FTPS] button is selected, the FTP server will be connected through SSL encryption.

10. Set a "Port Number" for the FTP server.

    The default number is 21. Numbers from 1 to 65535 can be set.

11. For "Passive Mode", specify whether or not to access in passive mode.

    The default value is "On".
    "Passive Mode" can be selected only when the [FTP] button is selected in Step 9.
    When the [On] button is selected, the FTP server is connected in passive mode.
    When the [Off] button is selected, the FTP server is connected in active mode.
    When the [FTPS] button is selected in Step 9, the FTP server is connected in passive mode.

12. For "Encryption", specify the type of encryption.

    "Encryption" can be selected when the [FTPS] button is selected in Step 9.
    When the [Explicit] button is selected, the FTP server will be connected without SSL encryption, and encryption will start before user name and password are authenticated.
    When the [Implicit] button is selected, SSL encryption will work when the FTP server connection is started.

13. For "Proxy", specify whether or not a proxy server is to be used.

    The "Proxy" setting is only available when a proxy server has been set on the "Proxy Server" screen. For details about proxy server settings, refer to "4.7.7 Setting the Proxy Server" (page 103).
    When the [ON] button is selected, the FTP connection is via the proxy server specified on the "Proxy Server" screen.
    When the [OFF] button is selected, the FTP server is connected to directly, without using the proxy server.

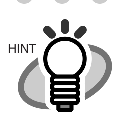
4

14. Press the [OK] button.

⇨ User authentication may be required to access the FTP server. Then, the network folder is added to the network folder list.



For the Central Admin Console, to use a Central Admin Sever with an enabled firewall, set the "Passive Mode" to "On".



Select a readable and writable network folder.

■ Renaming a Network Folder

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Folder] tab on the left side menu.

   ➪ The "Network Folder" screen appears.

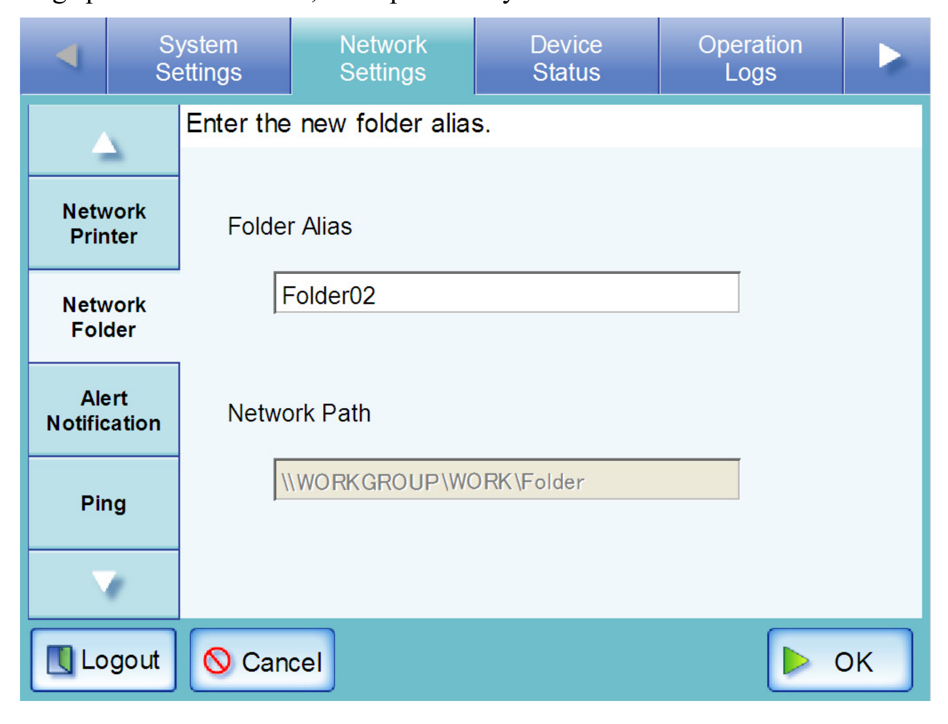
3. Select the network folder that is to be renamed.

4. Press the [Edit] button.

   ➪ The screen for renaming a network folder is displayed.

5. Enter a folder alias.

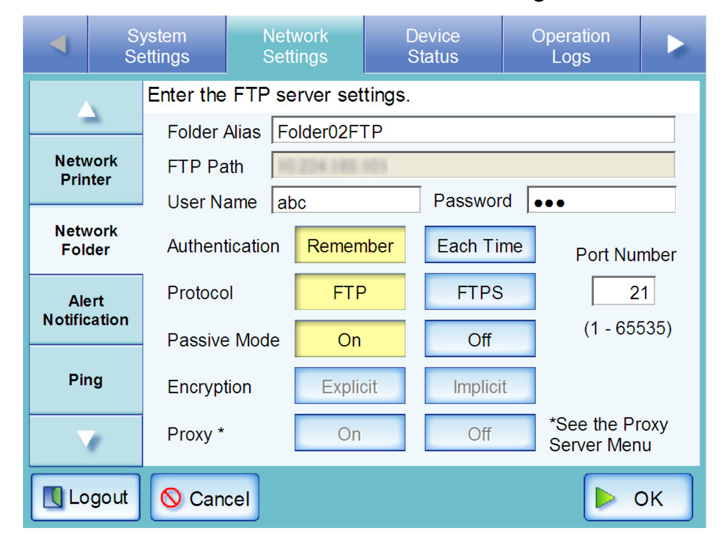
   This may be up to 80 characters long. The folder alias may not contain backslashes (\).
   Trailing spaces are truncated, so a spaces-only alias is not allowed.



4



If the network folder is an FTP server folder, the following screen is displayed. In this case, the "FTP Path" cannot be changed.



6. Press the [OK] button.

⇨ The network folder is renamed.

■ Removing a Network Folder

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
   ⇨ The "Network Folder" screen appears.
3. Select the network folder that is to be removed from the folder list.
4. Press the [Remove] button.
   ⇨ The screen for removing a network folder is displayed.
5. Confirm the details of the network folder that is to be removed are correct, and press the [Yes] button.
   ⇨ The selected network folder is removed from the network folders list.

■ Viewing the Network Folder Details

1. Select the [Network Settings] tab on the top menu.

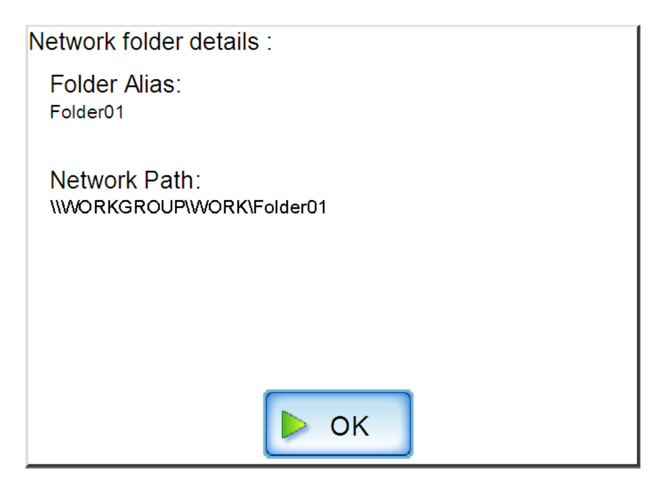
2. Select the [Network Folder] tab on the left side menu.

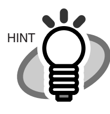
   ➪ The "Network Folder" screen appears.

3. Select the desired network folder from the folder list.

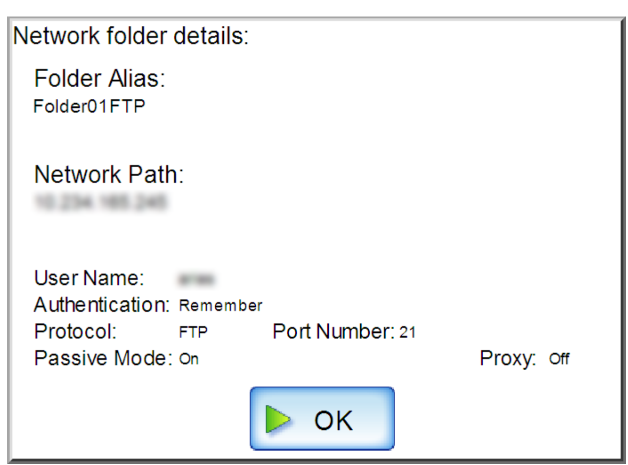
4. Press the [Details] button.

   ➪ The information for the selected network folder is displayed.





If the network folder is an FTP server folder, the following screen is displayed.



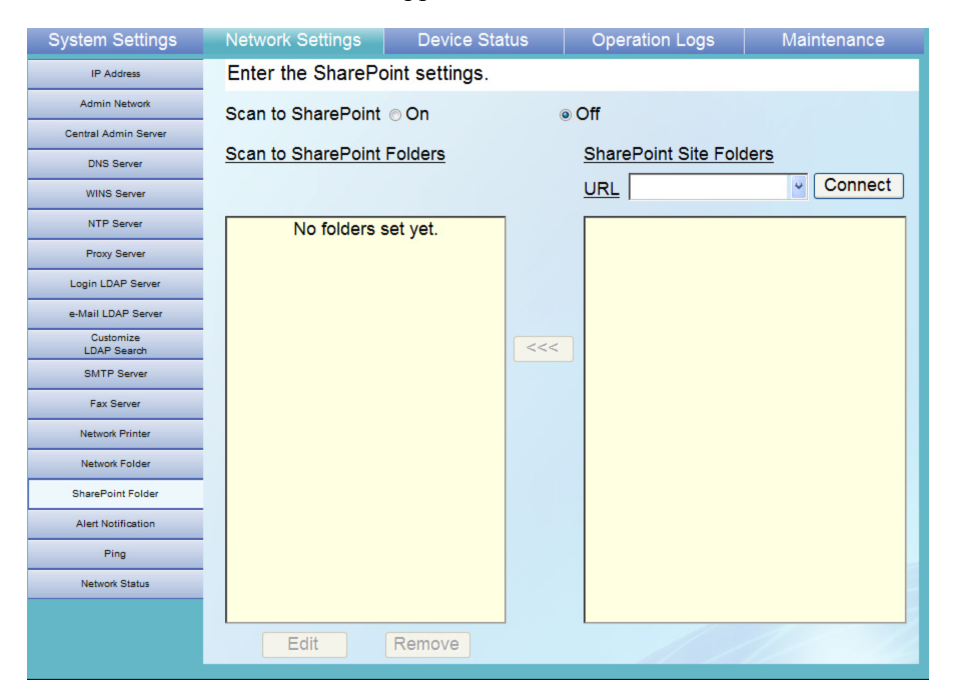
4.7.15 Setting the SharePoint Folders 

A list of SharePoint folders may be set as "Scan to SharePoint" targets for scanned data.

1. Select the [Network Settings] tab on the top menu.

2. Select the [SharePoint Folder] tab on the left side menu.

   ⇨ The "SharePoint Folder" screen appears.



3. The "Scan to SharePoint" option determines whether users are allowed to save scanned data in SharePoint folders.

   The default setting is [Off].
   Selecting [On] allows scanned data to be saved in a SharePoint folder.
   Selecting [Off] prevents scanned data from being saved in a SharePoint folder.

4. Specify a SharePoint server site URL in the "URL" field.

   Either of the following formats may be used:

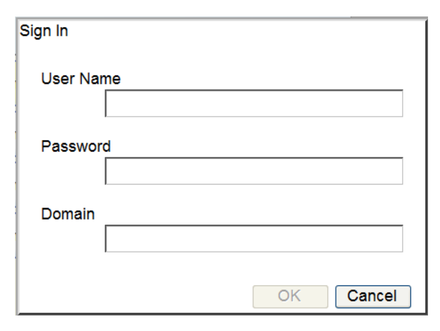
   - Not using SSL
     http://SharePoint_server_IP_address, host_name, or FQDN[:port_number]/[site_name]
     Port 80 is used if the port number is skipped.
   - Using SSL
     https://SharePoint_server_IP_address, host_name, or FQDN[:port_number]/[site_name]
     Port 443 is used if the port number is skipped.

   If a site name is not entered, all sites under the base URL are shown.
   URLs up to 512 characters long may be entered.

   Pressing [▼] produces a list of the (up to) ten most recently specified URLs, allowing easy reselection of URLs.

5. Press the [Connect] button.

⇨ A "Sign In" screen appears.



Enter the sign in details for the specified SharePoint server.

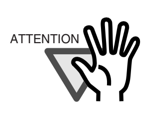
1. Enter a User Name.
   This may be up to 256 characters long.
2. Enter a Password.
   This may be up to 256 characters long (case sensitive).
3. Enter a Domain.
   This may be up to 64 characters long.
4. Press the [OK] button.
   ⇨If the sign in is successful, the available SharePoint server folders are shown in the "SharePoint Site Folders" list area.

6. Select the folder that is to be a save target from the "SharePoint Site Folders" list, and press the [<<<] button.

⇨ The selected folder is added to the "Scan to SharePoint Folders" list, making it available to users as a save target.



- Do not set a folder in which scan data cannot be saved, such as a SharePoint library "Slide Library" type.
- Do not set a server site and folder URL path that exceeds 184 characters.
- When a folder is added to "Scan to SharePoint Folders" list, if the specified folder name already exists in the list, a parenthesized sequence number (starting from "(2)") will be appended to the folder name.



- To set a SharePoint folder from the Central Admin Server, install .NET Framework 3.0 Service Pack 1 or later into the Central Admin Server, and restart it.
- In the following cases, SharePoint folders cannot be set from the Central Admin Server.
  - .NET Framework 3.0 Service Pack 1 or later is not installed in the Central Admin Server
  - Central Admin Server software is installed in the Windows 2000 Server

■ Renaming a SharePoint Folder (Display Name)

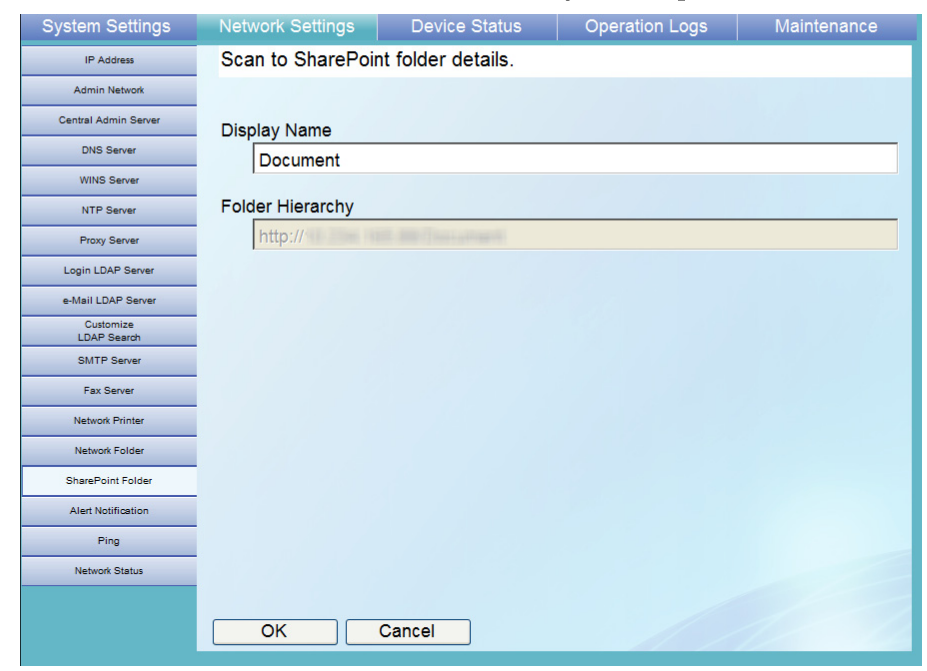
SharePoint folder display names may be changed as follows.

1. Select the [Network Settings] tab on the top menu.
2. Select the [SharePoint Folder] tab on the left side menu.

   ⇨ The "SharePoint Folder" screen appears.
3. From the "Scan to SharePoint Folders" list, select the folder that is to be renamed.
4. Press the [Edit] button.

   ⇨ The "Scan to SharePoint folder details" screen appears.
5. Enter the name that is to be shown for the selected SharePoint folder.

   Up to 80 characters can be used. A folder name may not consist only of blank spaces.
   Spaces at the end of a folder name will not be recognized as part of the folder name.



6. Press the [OK] button.

   ⇨ The SharePoint folder is renamed.

4

■ Removing a SharePoint Folder

An already set SharePoint folder may be removed from the list of save targets.

1. Select the [Network Settings] tab on the top menu.
2. Select the [SharePoint Folder] tab on the left side menu.
   ⇨ The "SharePoint Folder" screen appears.
3. From the "Scan to SharePoint Folders" list, select the folder that is to be removed.
4. Press the [Remove] button.
   ⇨ A confirm removal screen appears for the selected folder.
5. Check that the correct folder is being removed, then press the [Yes] button.
   ⇨ The indicated folder is removed.

4.7.16 Setting the Destination for Alert Notifications



An e-mail address can be specified to which an alert notification will be sent whenever a scanner alert situation occurs.
If an SMTP server has not been setup, alert notifications cannot be sent. For more details about how to set an SMTP server, refer to "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122).
When the destination for alert notification is set, alert notification messages will be sent to the registered e-mail address in the following title.

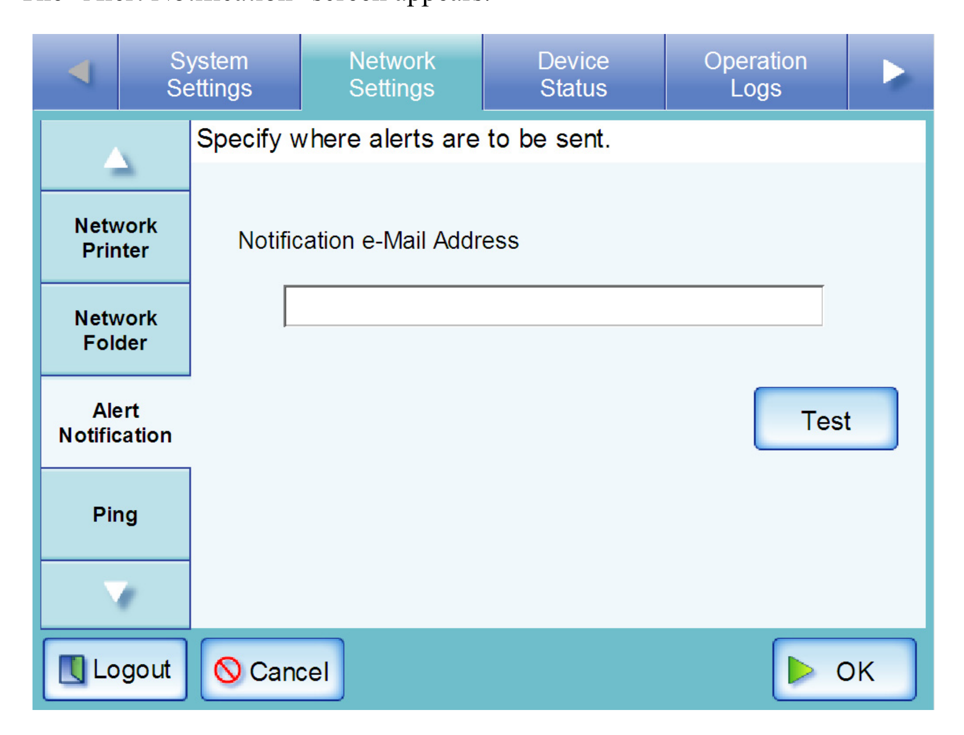
Network Scanner (*XXXX*) Error

For more details, refer to "E.1.3 Alert Monitor System Log Messages" (page 465).

1. Select the [Network Settings] tab on the top menu.

2. Select the [Alert Notification] tab on the left side menu.

   ⇨ The "Alert Notification" screen appears.



3. Enter an e-mail address to which the alert notification will be sent.
   For details about e-mail address settings values, refer to "B.1 e-Mail Address Setting Values" (page 432).

4. To confirm that the entered e-mail address is valid, press the [Test] button.
   Check that the test mail successfully arrives at the expected e-mail address.

5. Press the [OK] button.

   ⇨ The destination for alert notifications is set.

4.7.17 Checking the Network Connection with a Ping Test

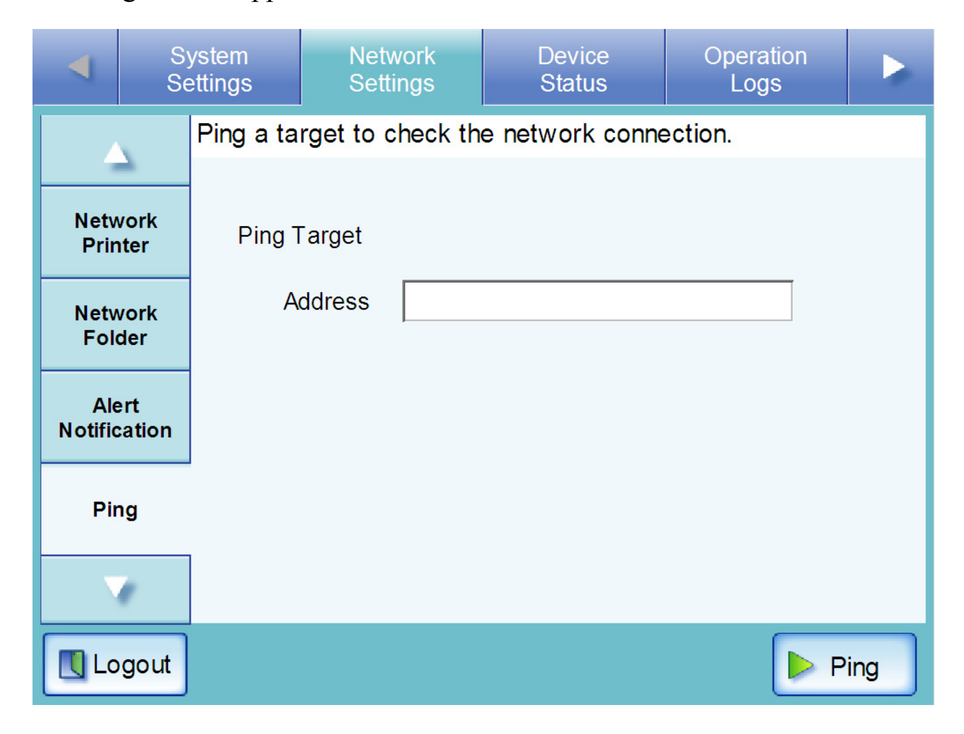


The network connection can be checked using a ping test.

1. Select the [Network Settings] tab on the top menu.

2. Select the [Ping] tab on the left side menu.

   ➪ The "Ping" screen appears.

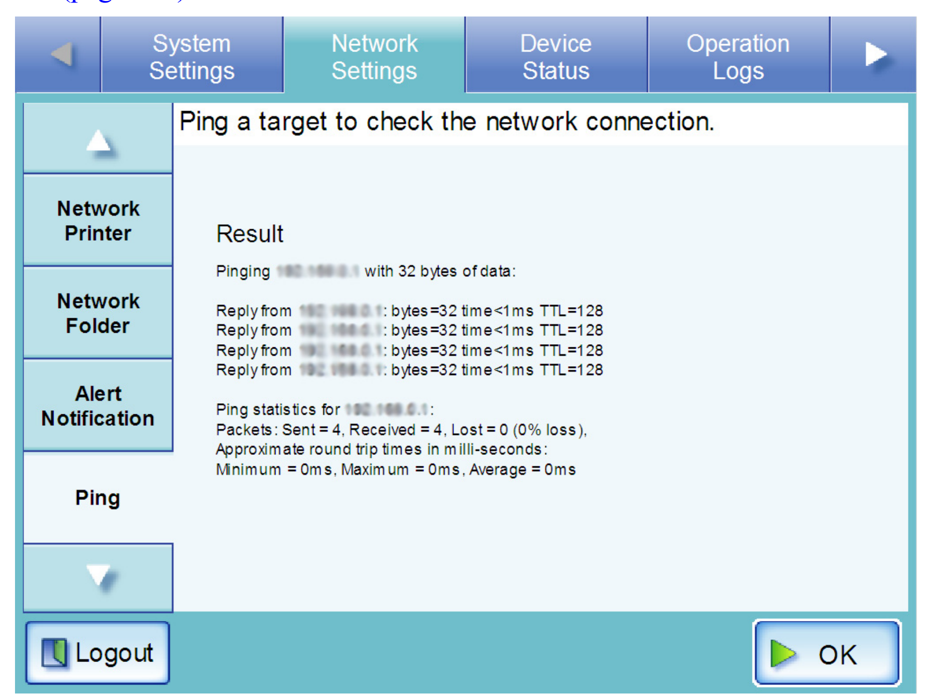


3. Enter the IP address, host name, or FQDN for the server to be used to check the network connection.
   - For an IP address
     The following format should be used `xxx.xxx.xxx.xxx` (`xxx` is a value from 0 to 255).
   - For a host name or FQDN
     Up to 255 characters may be used.

4. Press the [Ping] button.

⇨ A ping test is performed and the results are displayed.

For more details about the result, refer to "Checking basic network operation with a Ping test" (page 400).



4.7.18 Checking the Network Operating Status



■ Checking the Network Status

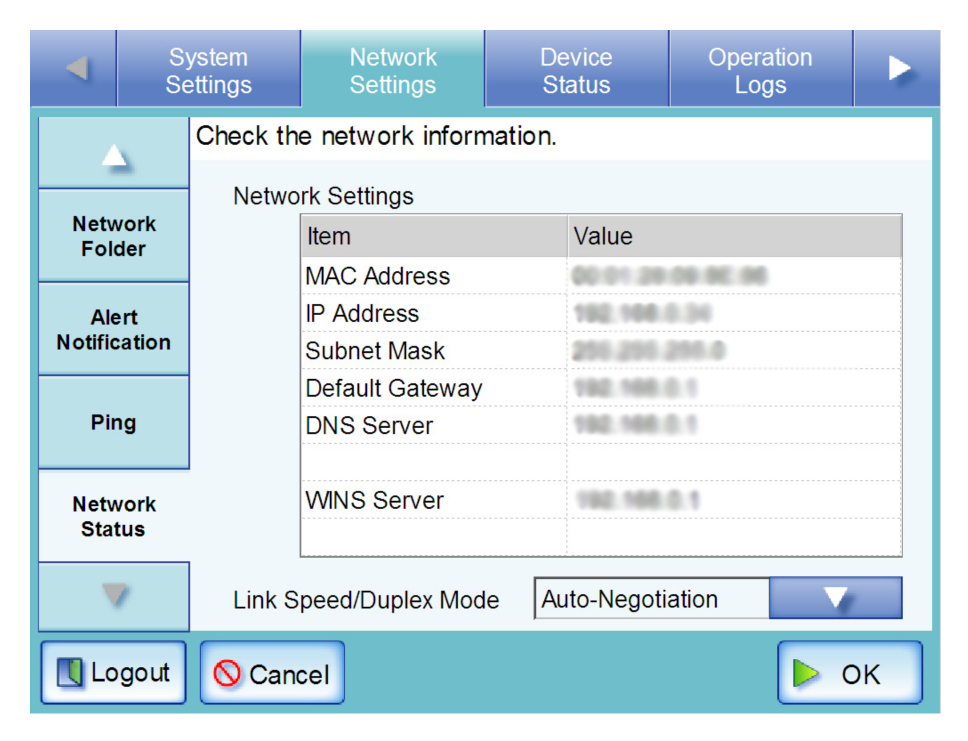
The operating status of the network can be checked.
The following information is shown. If the information is not shown, refer to "8.3 Network Connection Troubleshooting" (page 400) and check the settings.
The following information is shown.

- MAC Address
- IP Address
- Subnet Mask
- Default Gateway
- DNS Server IP Address
- WINS Server IP Address

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Status] tab on the left side menu.

   ⇨ The "Network Status" screen shows the status of the currently operating network connection.





- If connection to LDAP server is not possible, try the following steps:
  1. Disconnect the LAN cable, and press the [Shutdown] button on the LCD touch panel to turn the scanner off.
  2. Reboot the scanner with the LAN cable disconnected, and enter a nonduplicate IP address.
  3. Re-connect the LAN cable to the scanner.
- If the DHCP server cannot be reached when DHCP is set to [On], the IP Address is set to "169.254.XXX.YYY" (where XXX and YYY are arbitrary values between 0 and 255).

■ Setting the Link Speed/Duplex Mode

If the network is not communicating properly, even though the network operating status is correct, change the Link Speed/Duplex Mode settings.

1. Select the [Network Settings] tab on the top menu.

2. Press the [Network Status] tab on the left side menu.

   ⇨ The "Network Status" screen shows the status of the currently operating network connection.

3. Press the Link Speed/Duplex Mode [List] button.

   ⇨ The Link Speed/Duplex Mode list appears.

4. Change the setting from "Auto-Negotiation" to a fixed Link Speed/Duplex Mode.

5. Press the [OK] button.

   ⇨ The Link Speed/Duplex Mode setting is changed.

4

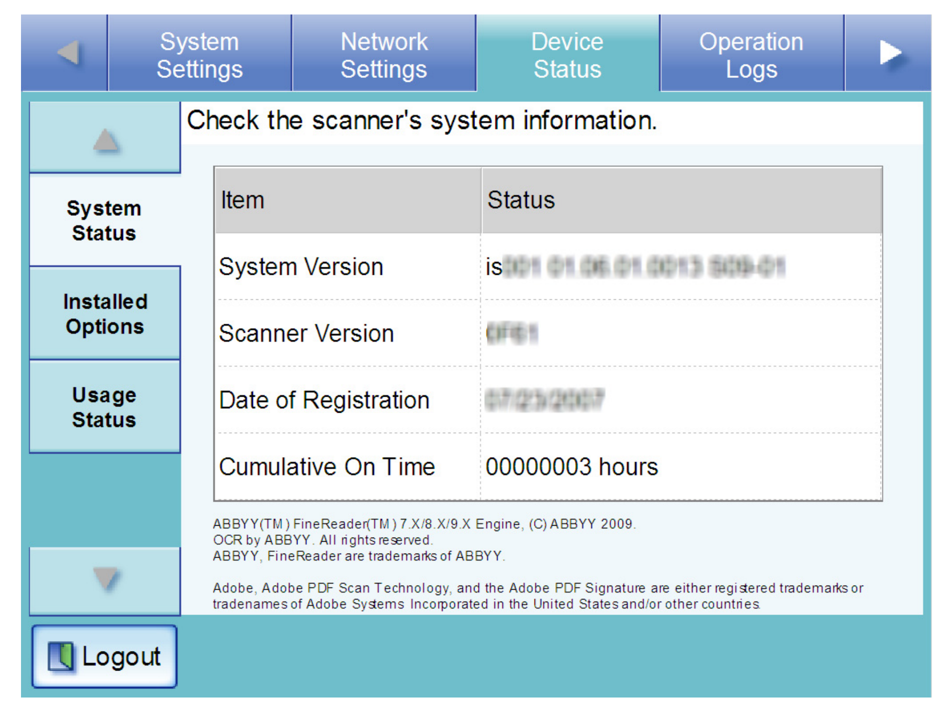
4.8 Using the Device Status Menus

4.8.1 Viewing the System Status (Touch Panel) (Admin Tool)

1. Select the [Device Status] tab on the top menu.

2. Select the [System Status] tab on the left side menu.

   ⇨ The system status information is displayed.



The following system status information is available.

Info	Details
System Version	Shows the current scanner system and security versions.
Scanner Version	Shows the current scanner firmware version.
Date of Registration	Shows the date on which the scanner was first used.
Cumulative On Time	Shows the total elapsed usage time of the scanner.

4.8.2 Viewing the Status of Installed Options

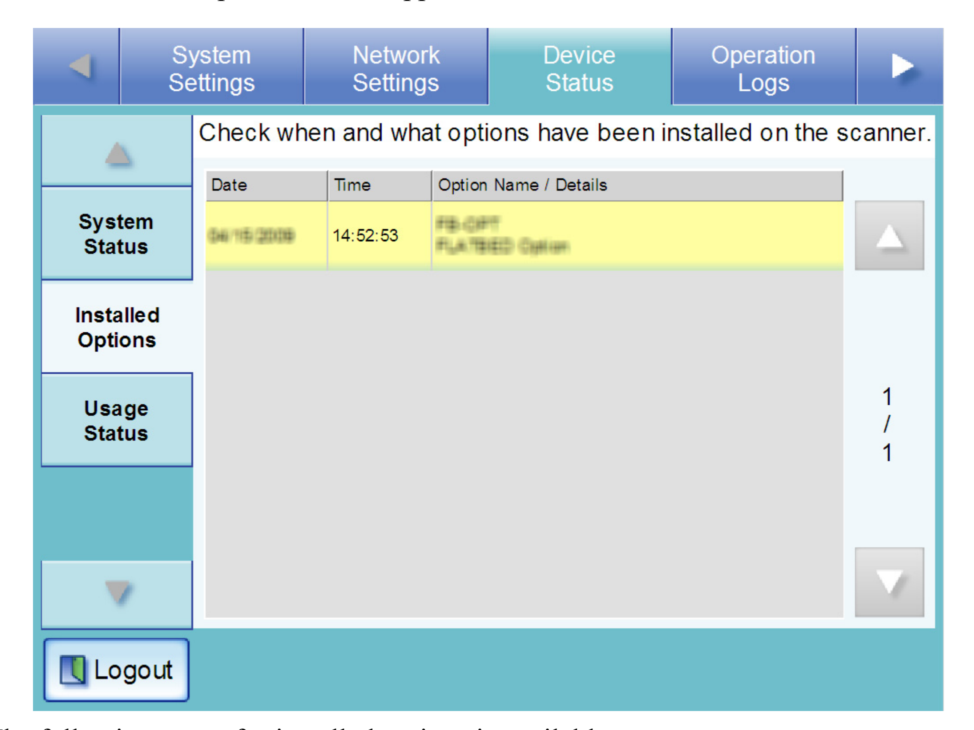


Details of what options and when they were installed in the scanner can be viewed.

1. Select the [Device Status] tab on the top menu.

2. Select the [Installed Options] tab on the left side menu.

   ➪ The "Installed Options" screen appears.



The following status for installed options is available.

Info	Details
Date	Shows the date on which an option was installed.
Time	Shows the time when an option was installed.
Option Name / Details	Shows the name and details of an installed option.

4.8.3 Viewing the Usage Status 

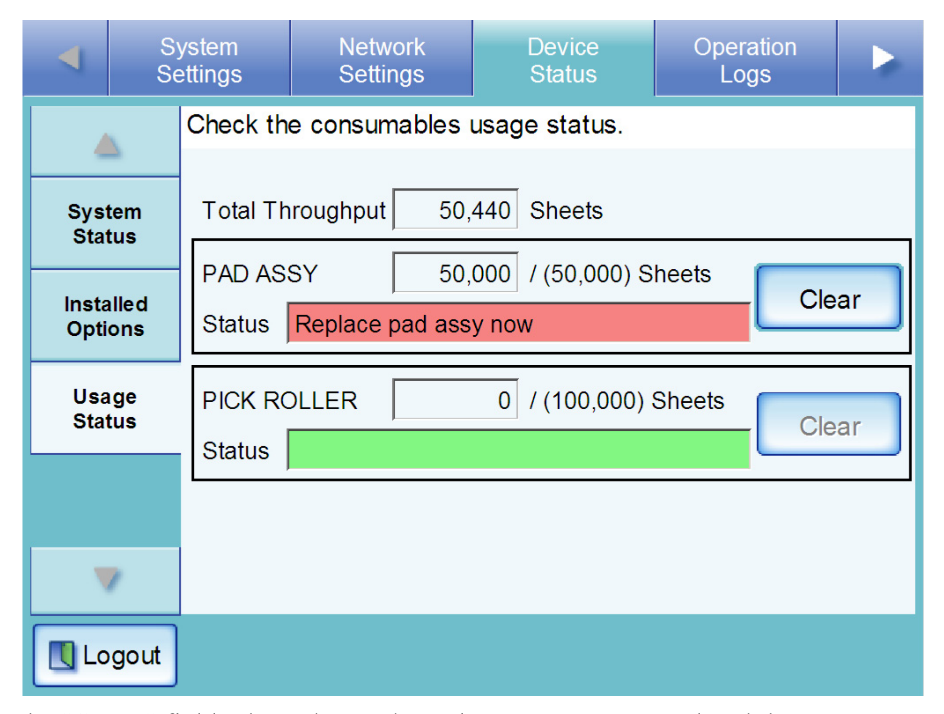
Information about the number of documents that have been scanned and the status of the scanner's consumable parts (pad assy or pick roller) can be viewed.
For details on consumable replacement, refer to "7.6 Replacing Parts" (page 380).

■ Viewing the Status of Consumable Parts

1. Select the [Device Status] tab on the top menu.

2. Select the [Usage Status] tab on the left side menu.

   ⇨ The "Usage Status" screen appears.



The "Status" fields show the total number or pages scanned and the current conditions of the pad assy or pick roller.
"Total Throughput" is shown in units of 10 sheets scanned.
"PAD ASSY" and "PICK ROLLER" are shown in units of 500 sheets scanned.

Consumables	Color	Status	Action
PAD ASSY	Green	Total throughput: 0 to 44,999 sheets	No action required.
	Orange	Total throughput: 45,000 to 49,999 sheets	Pad assy needs to be replaced soon. Obtain a replacement part.
	Red	Total throughput: Over 50,000 sheets	Pad assy has passed its rated lifetime and needs to be replaced.
PICK ROLLER	Green	Total throughput: 0 to 94,999 sheets	No action required.
	Orange	Total throughput: 95,000 to 99,999 sheets	Pick roller needs to be replaced soon. Obtain a replacement part.
	Red	Total throughput: Over 100,000 sheets	Pick roller has passed its rated lifetime and needs to be replaced.

4

■ Resetting the Usage Counter

After part replacement, the usage counter can be reset to return the part status to normal.
For more details about replacing consumable parts, refer to "7.6 Replacing Parts" (page 380).

1. Select the [Device Status] tab on the top menu.

2. Select the [Usage Status] tab on the left side menu.

   ➪ The "Usage Status" screen appears.

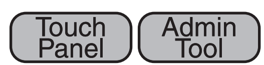
3. Press the [Clear] button for the part replaced.

   ➪ The counter reset confirmation screen appears.

4. Press the [Yes] button.

   ➪ The counter value is reset to "0", and the "Status" field turns green again.

4.8.4 Viewing the Add-in Status

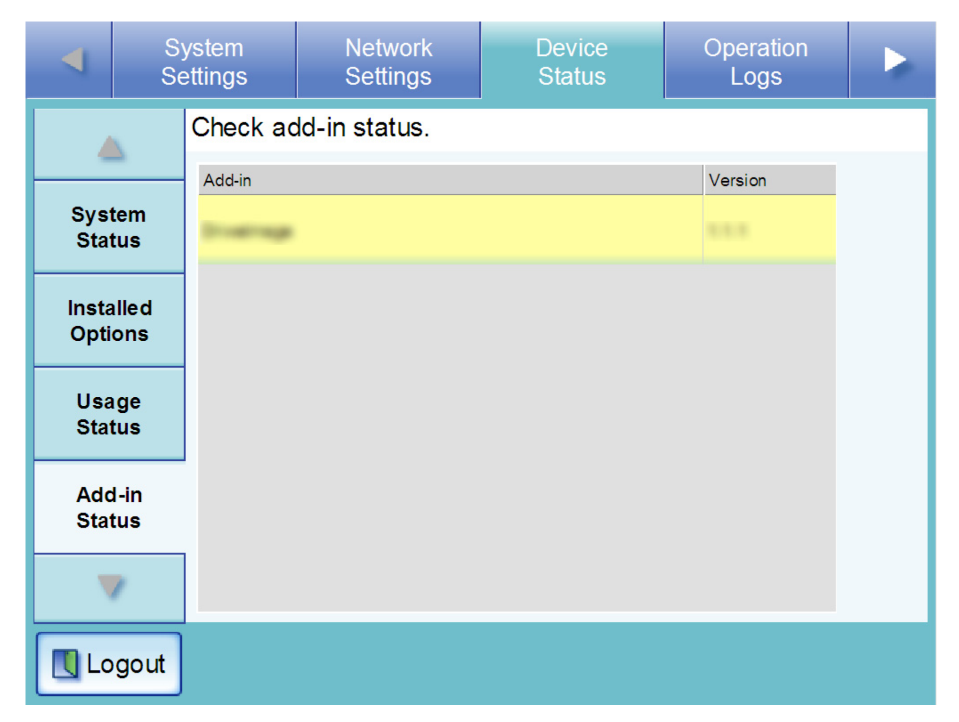


If an add-in module is installed, the following steps can be performed.
An Add-in is an application created by using the fi-6010N SDK (development kit).

1. Select the [Device Status] tab on the top menu.

2. Select the [Add-in Status] tab on the left side menu.

   ⇨ The "Add-in Status" screen appears.



The following information is shown.

Info	Details
Add-in	Shows the name of the add-in module.
Version	Shows the current add-in module version number.

4.9 Using the Operation Logs Menus

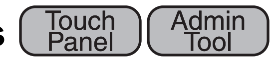
4.9.1 Managing the User Log

The most recent 1,000 user log entries are saved by the scanner.



- User logs may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.
- If a log file error is detected during system operation, the log file will be cleared and the following log entry recorded:
  `Error 81001004 Corrupted user log file was deleted.`

■ Viewing the User Log Details



The user log summary is shown in date/time order.
Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. Select the [Operation Logs] tab on the top menu.

2. Select the [User Log] tab on the left side menu.

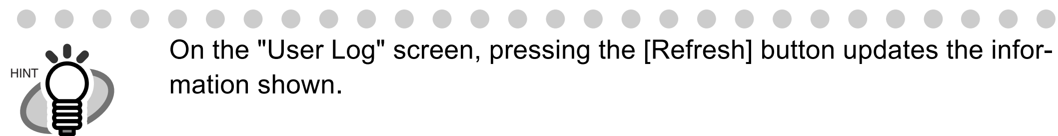
   ➪ The "User Log" screen appears.



3. Select the log you wish to view.

⇨ The details of the selected log are displayed.

Pressing the [OK] button returns to the "User Log" screen.



On the "User Log" screen, pressing the [Refresh] button updates the information shown.

The following information is shown.

Info	Info options	Description
Date	MM/dd/yyyy dd/MM/yyyy yyyy/MM/dd	Shows the date of each operation (format specified on the Date/Time screen is used). For more details, refer to "4.6.5 Setting the Date/Time" (page 64).
Time	hh:mm:ss	Shows the time of each operation.
User	xxxxxxxxxxxxxxx	Operating user names are displayed in the following format. SAM_account_name@domain_name
Result	In Progress	Currently processing a scan operation.
	OK	Operation completed successfully.
	Error	Operation failed to complete successfully.
Code	xxxxxxxx	Shows a code for each operation. If a response is required, refer to "Appendix E Operation Messages" (page 443).
Operation	e-Mail	The scanned data is sent as an e-mail attachment.
	Fax	The scanned data is sent as a fax.
	Print	The scanned data is sent to the print server, and the sending status is shown in the "Result" column until the scanned data is completely sent to the print server.
	Save	Scanned data is saved in a network folder.
Pages	xxx	Shows the number of pages scanned.
Description	xxxxxxxxxxxxxxxx	Shows detailed information for each message.

■ Downloading the User Logs in CSV Format 

Operation logs for regular users are stored in the scanner with the default file name "OperationLog.csv".
When downloaded to a computer, the file will contain CSV format data. The file is saved in the following form:

```
"Date","Time","User","Result","Code","Operation","Pages","Description"
```

1. Select the [Operation Logs] tab on the top menu.

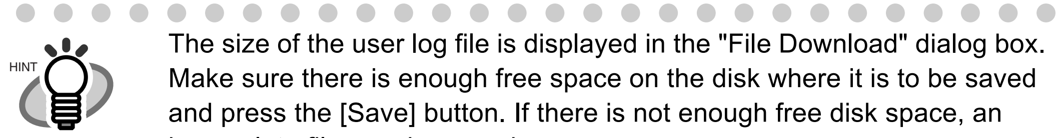
2. Select the [User Log] tab on the left side menu.

   ⇨ The "User Log" screen appears.

3. Press the [Download] button.

   ⇨ The "File Download" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

   ⇨ The "Save As" dialog box appears.

5. Enter a file name.
   The file will contain CSV format data.

6. Press the [Save] button.

   ⇨ A file containing CSV format data is saved.

■ Clearing the User Logs  

1. Select the [Operation Logs] tab on the top menu.

2. Select the [User Log] tab on the left side menu.

   ⇨ The "User Log" screen appears.

3. Press the [Clear All] button.

   ⇨ The "clear all" confirmation screen appears.

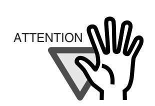
4. Press the [Yes] button.

   ⇨ All the user operation logs are cleared.

4

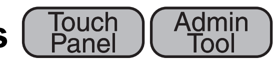
4.9.2 Managing the System Log

Up to 1,000 system information logs (such as for startup, shutdown, and system errors) are saved in the scanner.



- System log may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.
- If a log file error is detected during system operation, the log file will be cleared and the following log entry recorded:
  `Error 81001003 Corrupted system log file was deleted.`

■ Viewing the System Log Details

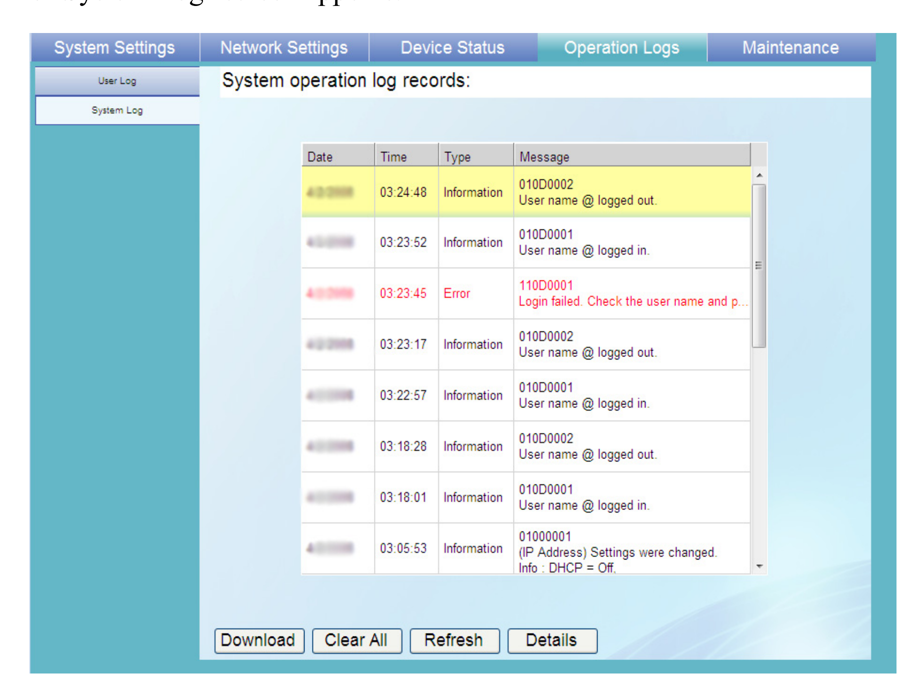


The system log summary is shown in date/time order.
Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. Select the [Operation Logs] tab on the top menu.

2. Select the [System Log] tab on the left side menu.

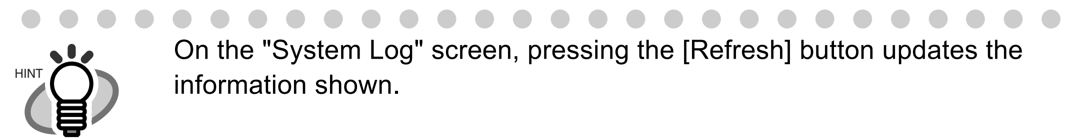
   ⇨ The "System Log" screen appears.



3. Select the log you wish to view.

➩ The details of the selected log are displayed.

➩ Pressing the [OK] button returns to the "System Log" screen.



HINT

On the "System Log" screen, pressing the [Refresh] button updates the information shown.

The following information is shown.

Info	Info options	Details
Date	MM/dd/yyyy dd/MM/yyyy yyyy/MM/dd	Shows the date of each operation (format specified on the Date/Time screen is used). For more details, refer to "4.6.5 Setting the Date/Time" (page 64).
Time	hh:mm:ss	Shows the system log time record.
Type	Information	Shows information about the system. No action required.
	Error	Shows the system error. The same information will be sent to the e-mail address set in "4.7.16 Setting the Destination for Alert Notifications" (page 155). To deal with errors, refer to "E.1.3 Alert Monitor System Log Messages" (page 465).
	Warning	Shows the system warning. The same information will be sent to the e-mail address set in "4.7.16 Setting the Destination for Alert Notifications" (page 155). To deal with errors, refer to "E.1.3 Alert Monitor System Log Messages" (page 465).
Message	Message Code Message Body	For information about messages, refer to "E.1.2 System Log Messages" (page 459).

■ Downloading the System Log in CSV Format 

The default file name is "SystemLog.csv".
When downloaded to a computer, the file will contain CSV format data. The file is saved in the following form:

```
"Date","Time","Type","Message"
```

1. Select the [Operation Logs] tab on the top menu.

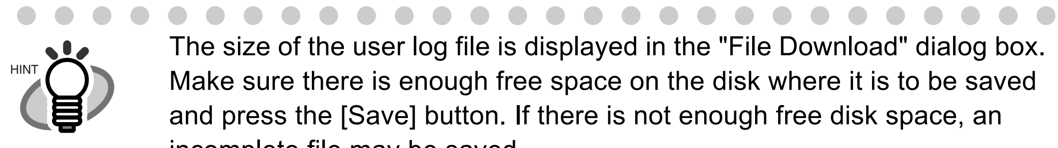
2. Select the [System Log] tab on the left side menu.

   ➪ The "System Log" screen appears.

3. Press the [Download] button.

   ➪ The "File Download" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

   ➪ The "Save As" dialog box appears.

5. Enter a file name.
   The file will contain CSV format data.

6. Press the [Save] button.

   ➪ A file containing CSV format data is saved.

■ Clearing the System Log 

1. Select the [Operation Logs] tab on the top menu.

2. Select the [System Log] tab on the left side menu.

   ➪ The "System Log" screen appears.

3. Press the [Clear All] button.

   ➪ The "clear all" confirmation screen appears.

4. Press the [Yes] button.

   ➪ The system log is cleared.

4.10 Using the Maintenance Menus

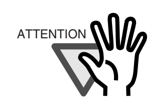
4.10.1 Maintaining the User Data Store 

The scanner's user data store can be backed-up, restored, and deleted.
The user data store contains the following information:

- Fax Number List
- "My List" e-Mail Address Books
- Scan Settings
- User Logs
- Name of the last network printer used
- Name of the last network folder used
- Name of the last SharePoint folder used

Scanner login user names are authenticated with the LDAP server, and when a new name is encountered, the scanner automatically adds an entry for that user to the user data store. The user data store may contain up to 1,000 users.

4



- Once 1,000 user names have been used to login, new user logins are no longer possible until the entire user data store is cleared. Refer to "Backing up the User Data Store" (page 173) and "Clearing the User Data Store" (page 176) for details.
  It is recommended that the user data store be backed up before it is cleared.
- When restoring from a user data store backup, if a backed up user name corresponds to that of an existing user in the current user data store, the backup user data will overwrite the current user data. If the backed up user name is "unknown", the backed up data will be added as a "new" user. Addition of new users cannot cause the 1,000 user limit to be exceeded, or the user data store restoration will fail.
- When the User Data Store is restored from a backup, the Fax Number List is also reverted to its old state.

The following example illustrates how the number of users could exceed 1,000:

1. 100 users (A001 to A100) log in.
2. The user data store is backed up (with 100 users: A001 to A100).
3. The user data store (containing users A001 to A100) is cleared.
4. 960 "new" users (A001 to A050 and B001 to B910) login.

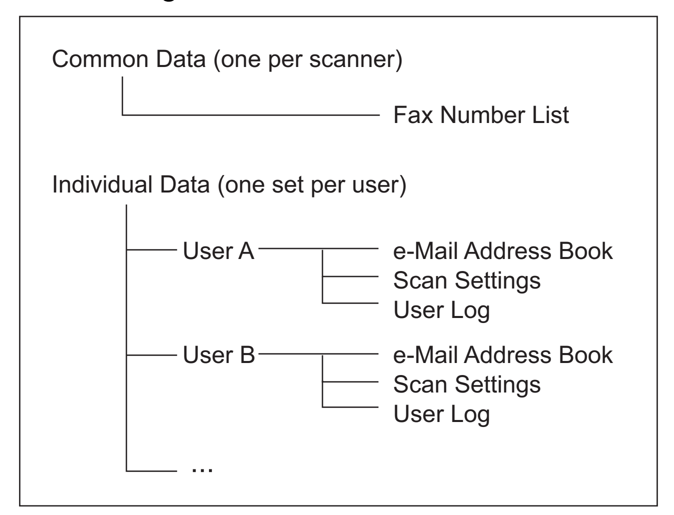
5. The user data store (containing users A001 to A100) backed up in Step 2 is restored.

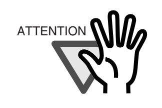
⇨ Users A001 to A100 are to be restored, of whom 50 are already in the current user data store (users A001 to A050) and so will be overwrite targets.

⇨ Users A051 to A100 are considered "new" users and thus need to be added to the user data store. However 960 existing users + 50 new users = 1010 users.

⇨ As the number of users would exceed the 1,000 user limit, the Step 2 user data store (containing users A001 to A100) is not restored.

The user data store contents are organized as follows:

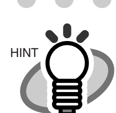




The user data store may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

■ Backing up the User Data Store

As a precaution, the user data store should be backed up regularly.
The default file name is "restored_data".

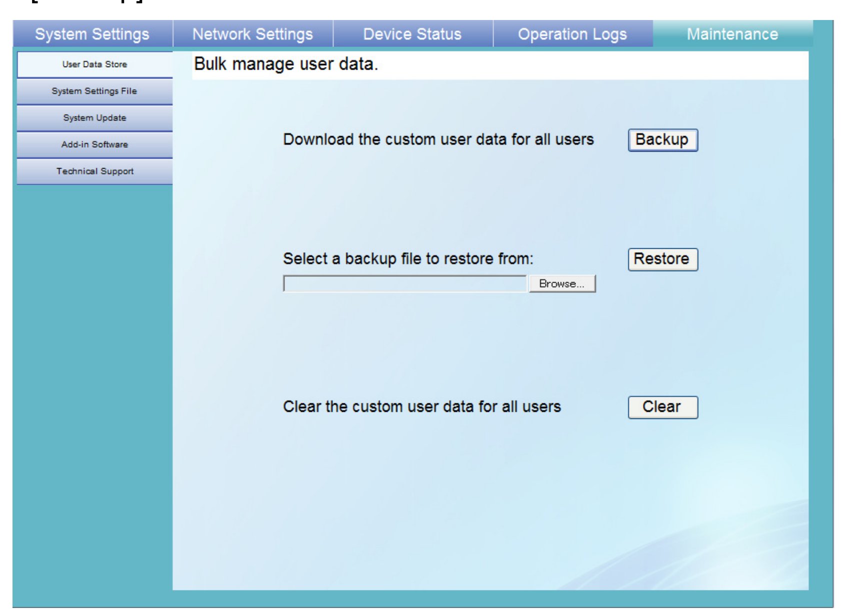


User logs cannot be backed up.

1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.

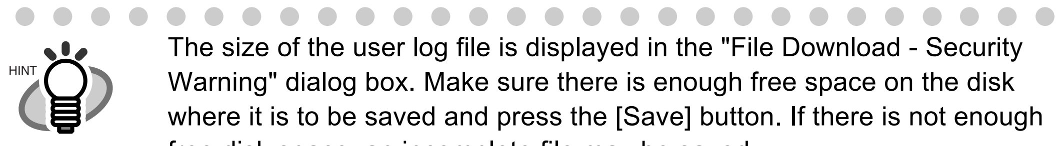
   ➪ The "User Data Store" screen appears.

3. Press the [Backup] button.



   ➪ The "File Download - Security Warning" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

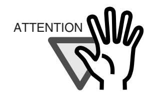
   ➪ The "Save As" dialog box appears.

5. Enter a file name.

Use of a name that includes the scanner name and backup date is recommended.

6. Press the [Save] button.

⇨ A backup copy of the user data store is saved.



Do not change the contents of data store backup files.
If changed, the file may no longer be used as a backup. Trying to restore from a changed user data store backup file may render the scanner inoperable.

■ Restoring the User Data Store

The scanner's user data store can be restored from a backed-up user data store file.



- Restoring user data overwrites all user information stored at the time of restoration, and returns all e-mail address books, fax number list, and scan settings to the time the backup was taken.
- During user data store restoration, do not press and hold down the startup button for longer than 4 seconds, as it may cause the scanner to function abnormally.



User logs cannot be backed up, therefore cannot be restored.

1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.
   ⇨ The "User Data Store" screen appears.
3. Select a user data store backup file.
   Press the [Browse] button to select a file.
4. Press the [Restore] button.
   ⇨ An "OK to overwrite?" confirmation message appears.
5. Press the [Yes] button.
   ⇨ After the user data store is restored, a restore completion message appears.
6. Press the [OK] button.

4

■ Clearing the User Data Store

The scanner's user data store can be deleted.



ATTENTION

Clearing the user data store cannot be undone.

1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.
   ⇨ The "User Data Store" screen appears.
3. Press the [Clear] button.
   ⇨ The clear confirmation screen appears.
4. Press the [Yes] button.
   ⇨ The user data store is cleared.

4.10.2 Maintaining the System Settings 

The scanner's system settings set by the administrator can be saved in CSV format, backed up, restored, or returned to their factory default values.

■ Downloading the System Settings in CSV Format

System settings downloaded in CSV format may be viewed by using spreadsheet software.
CSV system settings files are of the following format:

`"Function_name", "Option_name", "Value"`

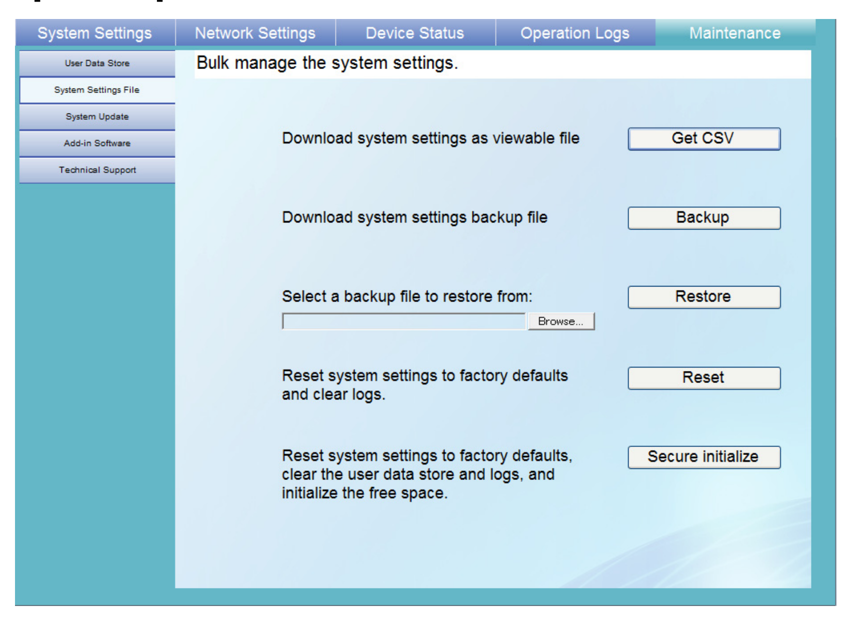
The default file name is "`Configuration_download.csv`".

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Settings File] tab on the left side menu.

   ➪ The "System Settings File" screen appears.

3. Press the [Get CSV] button.



   ➪ The "File Download" dialog box appears.

4

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇨ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.

   The file will contain CSV format data.

6. Press the [Save] button.

   ⇨ The system settings for the scanner are downloaded.

■ Backing up System Settings

The administrator can backup the scanner system settings.
Backup files can later be used to restore system settings. Backup should be performed regularly.
The default file name is "`SystemSettingsFile`".



System settings do not include the network printer settings.

1. Select the [Maintenance] tab on the top menu.

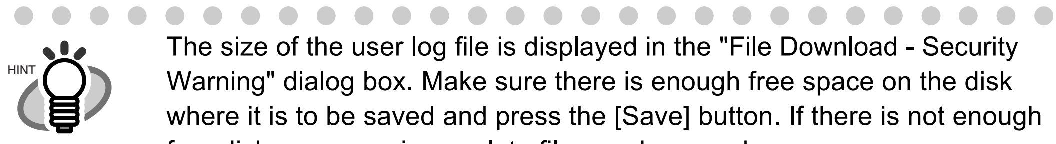
2. Select the [System Settings File] tab on the left side menu.

   ⇨ The "System Settings File" screen appears.

3. Press the [Backup] button.

   ⇨ The "File Download - Security Warning" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇨ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.
   The date of backup or scanner name should be used as an easy-to-understand file name.

6. Press the [Save] button.
   ⇨ The system settings are backed up.



Do not change the contents of system settings backup files.
If changed, the file may no longer be used as a backup. Trying to restore from a changed system settings backup file may render the scanner inoperable.

■ Restoring System Settings

The system settings backup file can be returned to the scanner to restore system settings to those at the time backup was taken.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Settings File] tab on the left side menu.
   ⇨ The "System Settings File" screen appears.

3. Enter a backup file to restore from.
   Press the [Browse] button to select a file.

4. Press the [Restore] button.
   ⇨ A confirmation message appears.

5. Press the [Yes] button.
   ⇨ After factory default settings have been restored, the scanner is restarted.



During system settings restoration, do not press and hold down the startup button for longer than 4 seconds, as it may cause the scanner to function abnormally.



The network interface connection will be lost when the scanner is restarted to complete the restoration of the system settings. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.
As the network interface connection to the scanner requires the IP address or scanner name, if this is changed by the restoration of the system settings (i.e. if the backed up IP address or scanner name is different to the pre-restoration IP address or scanner name), the new IP address or scanner name will be needed. If not known, the current state of these settings can always be checked by physically logging in to the scanner via the LCD touch panel interface.

■ Resetting Factory Defaults

The system settings, which are set by the administrator in each window, and the system logs can be reset to factory defaults.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Settings File] tab on the left side menu.

   ➪ The "System Settings File" screen appears.

3. Perform either of the following steps.

   - To reset system settings to factory defaults, press the [Reset] button for [Reset system settings to factory defaults and clear logs.].
   - To reset system settings to factory defaults, clear the user data store and logs, and initialize the free space, press the [Secure initialize] button for [Reset system settings to factory defaults, clear the user data store and logs, and initialize the free space.].

   ➪ A confirmation message appears.

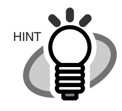
4. Press the [Yes] button.

   ➪ If the [Reset] button is pressed, the system settings are reset to factory defaults, and Add-ins and logs are cleared.
   If the [Secure initialize] button is pressed, the system settings, user data store, Add-ins, and logs are reset.

   ➪ After factory default settings have been restored, the scanner is restarted.



During factory defaults reset, do not press and hold down the startup button for longer than 4 seconds, as it may cause the scanner to function abnormally.



After the factory default settings are restored, the scanner name, IP address, and other settings will need to be set again, as described in "4.6 Using the System Settings Menus" (page 56).

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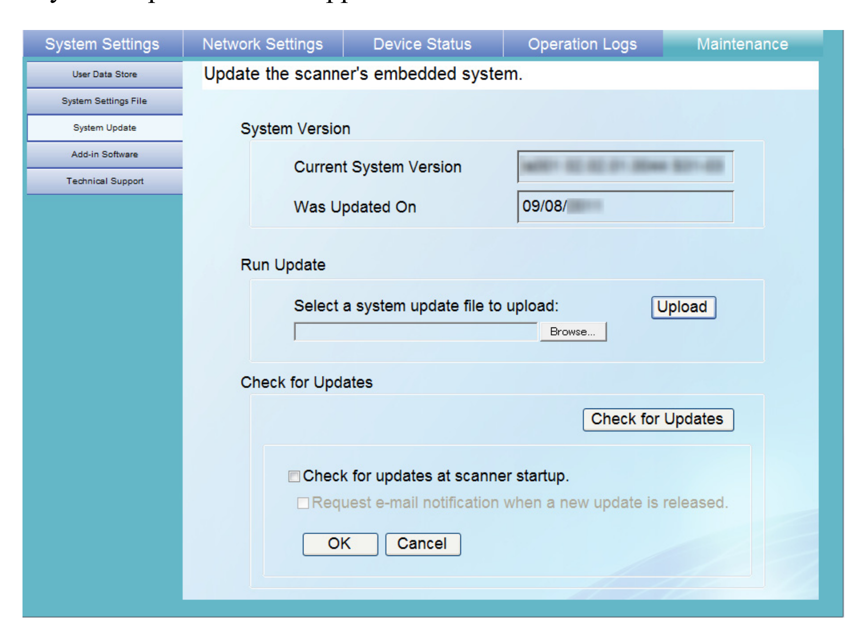
4.10.3 Updating the Scanner's System Software 

The scanner system, security system, and installed options can be updated as follows.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Update] tab on the left side menu.

   ⇨ The "System Update" screen appears.

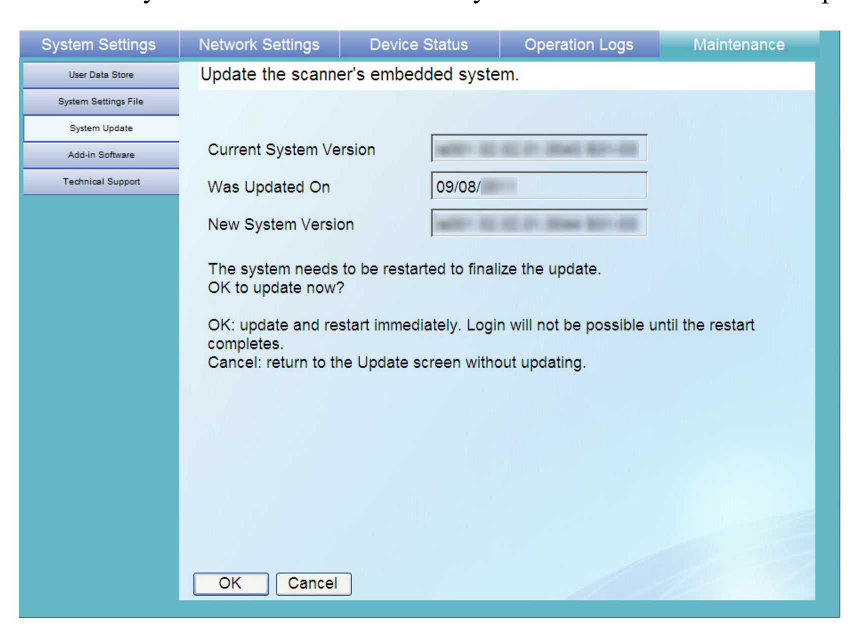


3. Select a system update file.

   Press the [Browse] button to select a file.

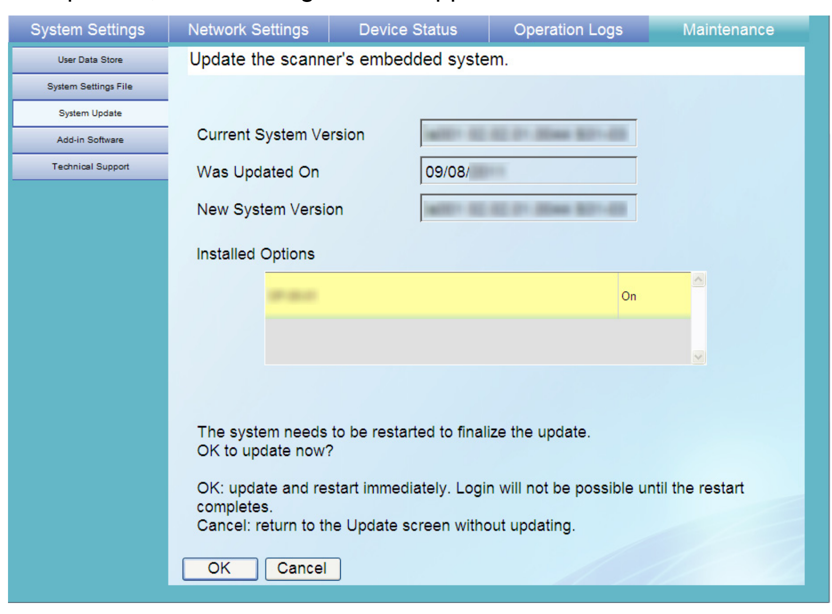
4. Press the [Upload] button.

   ⇨ The "Current System Version" and "New System Version" values are displayed.





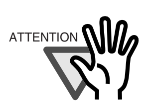
When installed options or the system including installed options are updated, the following window appears.



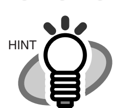
5. Press the [OK] button.

⇨ The system update process is started.

After the system has updated, the scanner is restarted.



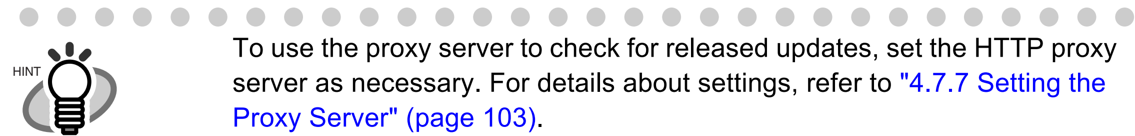
- Wait for the system to restart.
- During the update, do not press and hold down the startup button for longer than 4 seconds, as it may cause the scanner to function abnormally.



The network interface connection will be lost when the scanner is restarted to complete the system update. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.

4.10.4 Checking for New Updates  

You can check whether new updates are available from the published server for the scanner system, security system, and installed options.
You can also set whether to receive an e-mail notification if a new update is released.



To use the proxy server to check for released updates, set the HTTP proxy server as necessary. For details about settings, refer to "4.7.7 Setting the Proxy Server" (page 103).

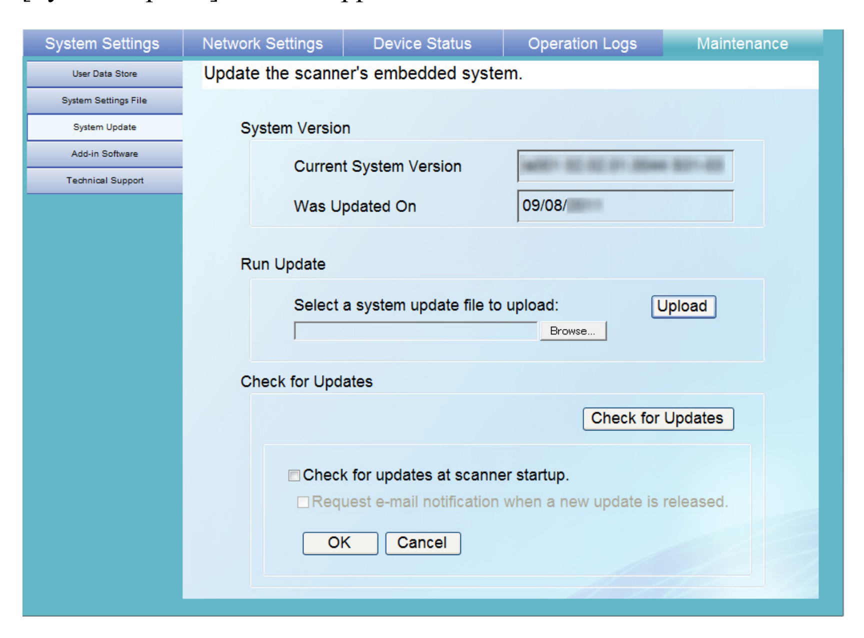
■ Checking for New Updates Manually

Immediately checks the PFU published server for available updates.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Update] tab on the left side menu.

   ➪ The [System Update] window appears.



3. Press the [Check for Updates] button.

   ➪ Checking for new updates is performed.

   When a necessary update is available, a message is displayed.
   Apply the update as necessary.

■ Checking for Updates at Scanner Startup

You can set the function for automatically checking for updates each time the scanner is started.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Update] tab on the left side menu.

   ⇨ The [System Update] window appears.

3. Select the [Check for updates at scanner startup.] check box.

   ⇨ When a new update is available, update information is output in the system log.

■ Requesting e-Mail Notification When a New Update is Available

The administrator can set to receive an e-mail notification if a new update is released.

1. Select the [Maintenance] tab on the top menu.

2. Select the [System Update] tab on the left side menu.

   ⇨ The [System Update] window appears.

3. Select the [Check for updates at scanner startup.] check box.

4. Select the [Request e-mail notification when a new update is released] check box.

   ⇨ When a new update is released, an e-mail entitled "An event has been detected in network scanner "*XXXXXXXXXX*". "(*XXXXXXXXXX* indicates the scanner name) is sent to the e-mail address that is set in the [Alert Notification] window. For details about the e-mail address settings for alert notification, refer to "4.7.16 Setting the Destination for Alert Notifications" (page 155).

4

4.10.5 Maintaining Add-in Modules

An Add-in is an application created using the fi-6010N SDK (Developer's Kit).
This section describes how to install/uninstall an Add-in module and how to upload an Add-in settings file.

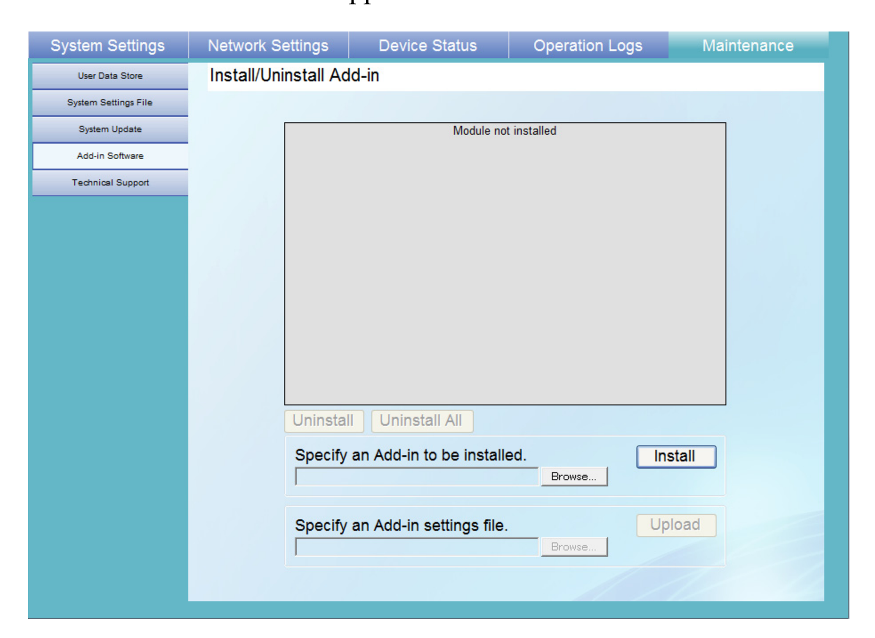
■ Installing an Add-in Module 

Up to six Add-in modules can be installed.

1. Select the [Maintenance] tab on the top menu.

2. Select the [Add-in Software] tab on the left side menu.

   ⇨ The "Add-in Software" screen appears.



3. Press the [Browse] button for [Specify an Add-in to be installed.] and specify an Add-in installation file.

4. Press the [Install] button.

   ⇨ The Add-in module is installed, and the Add-in name is displayed in the list.

■ Uninstalling an Add-in Module Admin Tool

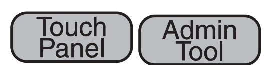
1. Select the [Maintenance] tab on the top menu.
2. Select the [Add-in Software] tab on the left side menu.
   ⇨ The "Add-in Software" screen appears.
3. Perform either of following operations:
   - To uninstall one Add-in module, select the Add-in module from the list and press the [Uninstall] button.
   - To uninstall all Add-in modules listed, press the [Uninstall All] button.

   ⇨ A confirmation message appears.
4. Press the [Yes] button.
   ⇨ The Add-in module is uninstalled, and the Add-in name is removed from the list.

■ Uploading an Add-in Settings File 

1. Select the [Maintenance] tab on the top menu.
2. Select the [Add-in Software] tab on the left side menu.
   ⇨ The "Add-in Software" screen appears.
3. When multiple Add-ins are installed, select the target Add-in from the list.
4. Press the [Browse] button for [Specify an Add-in settings file.] and specify the Add-in settings file to be uploaded.
5. Press the [Upload] button.
   ⇨ The specified Add-in settings file is saved in the folder that is used for managing the scanner Add-in modules.

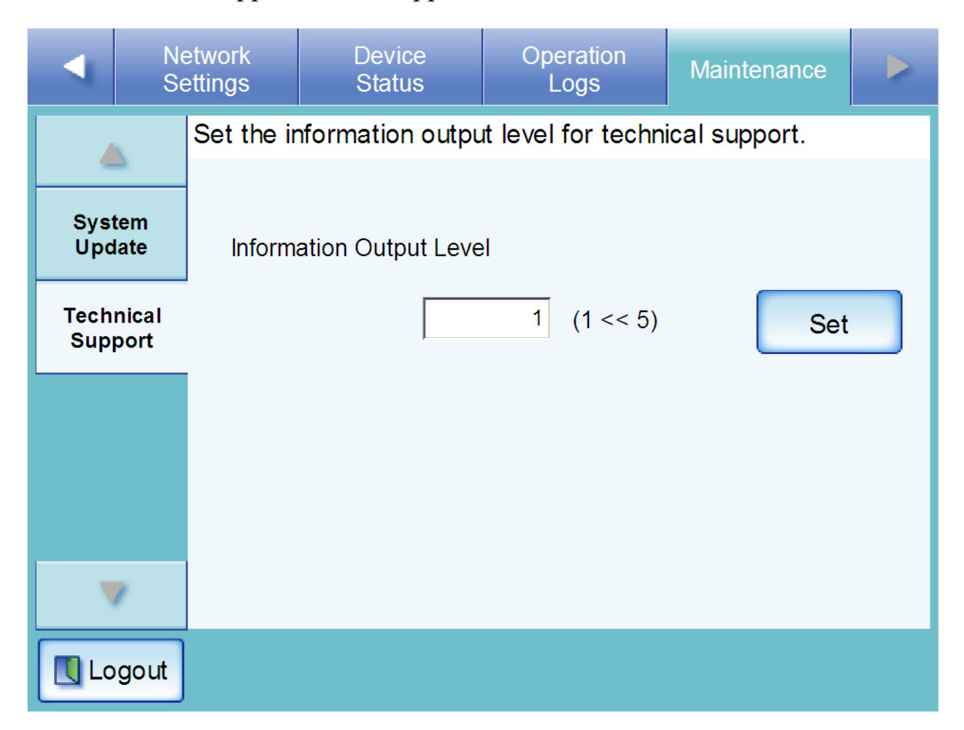
4

4.10.6 Setting the Information Output Level 

1. Select the [Maintenance] tab on the top menu.

2. Select the [Technical Support] tab on the left side menu.

   ⇨ The "Technical Support" screen appears.



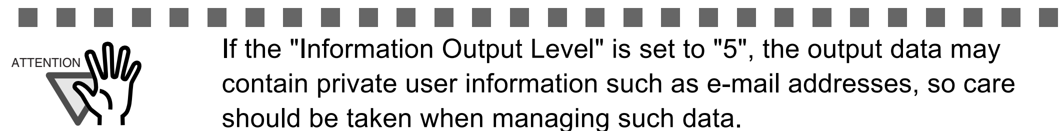
3. Enter the desired information output level.

   The default level is "1".

   Increasing the value of the output level increases the amount of information details collected, but decreases the performance level. Set the level requested by your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

4. Press the [Set] button.

   ⇨ The information output level is set.



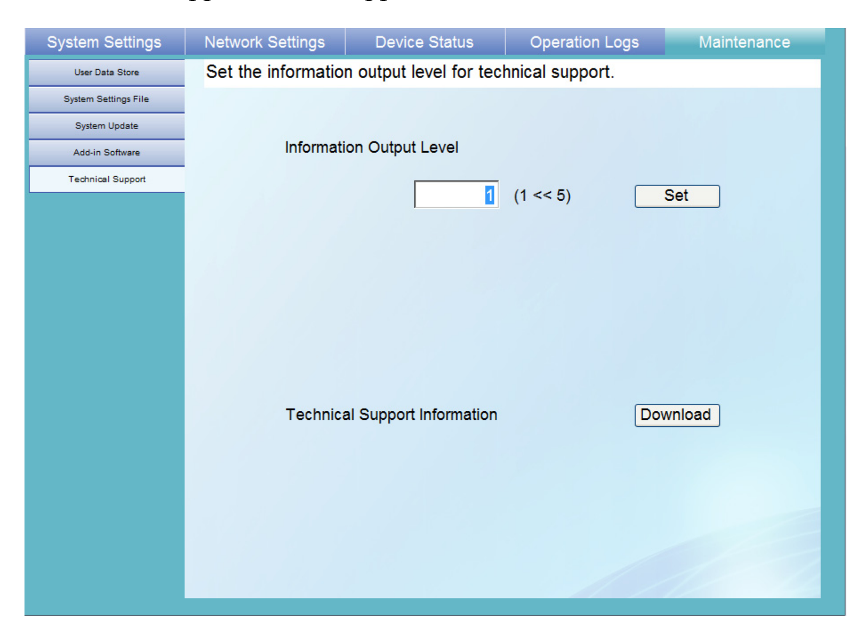
If the "Information Output Level" is set to "5", the output data may contain private user information such as e-mail addresses, so care should be taken when managing such data.

4.10.7 Obtaining Technical Support 

If any problems occur when setting up or using the scanner, technical support information can be collected to help determine the cause of the problem.
The information obtained should be sent to your FUJITSU scanner dealer along with the scanner when given for repair.

1. Select the [Maintenance] tab on the top menu.
2. Select the [Technical Support] tab on the left side menu.

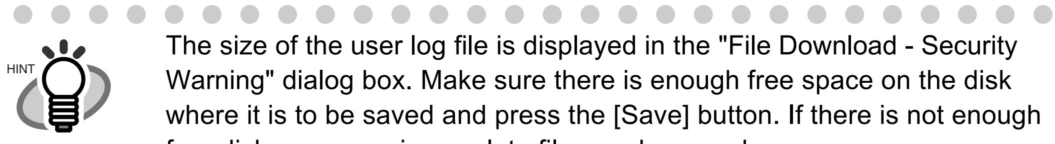
   ➪ The "Technical Support" screen appears.



3. Press the [Download] button.

   ➪ The "File Download - Security Warning" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

   ➪ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.
6. Press the [Save] button.

   ➪ The technical information is downloaded.

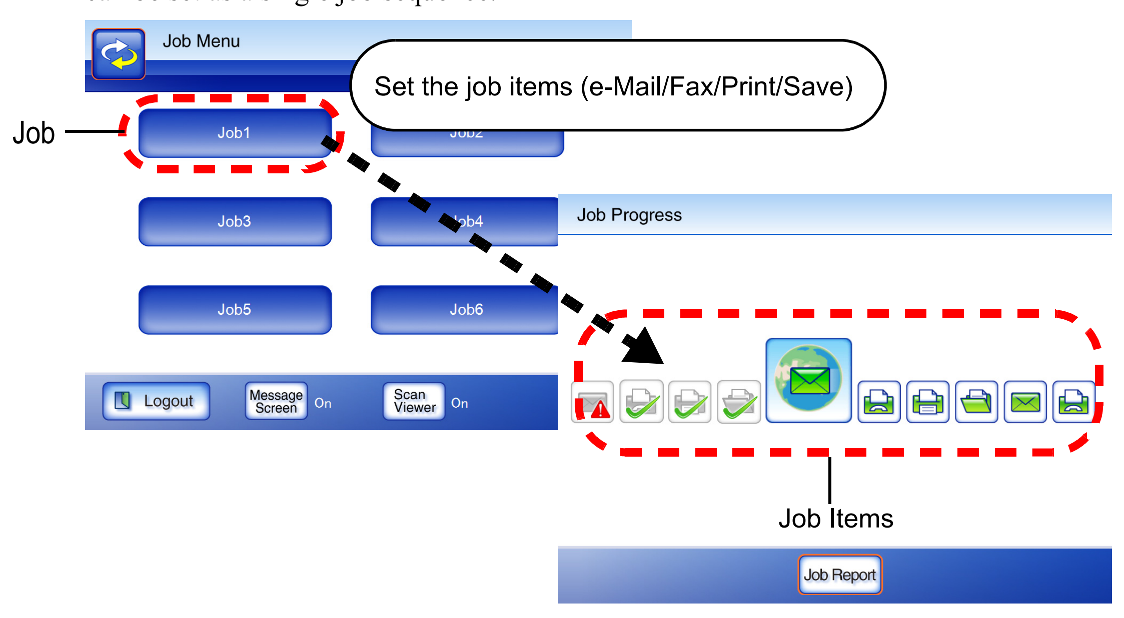
4

4.11 Setting Job Features

After the job sequence, job menu, and job group settings are performed on the Job Menu, a regular user can use each assigned job menu at login, and process a job.

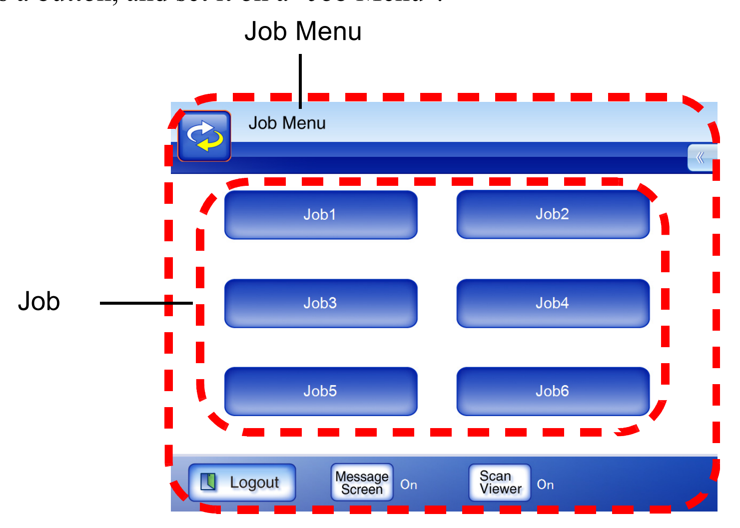
1. Job Sequence Settings

   A job sequence is a single operation that pulls together several user operations (e-Mail/Fax/Print/Save) according to the settings on the "Scan Settings" screen.
   For example, the operation of sending scanned data by e-mail and then saving it in a folder can be set as a single job sequence.



2. Job Menu Settings

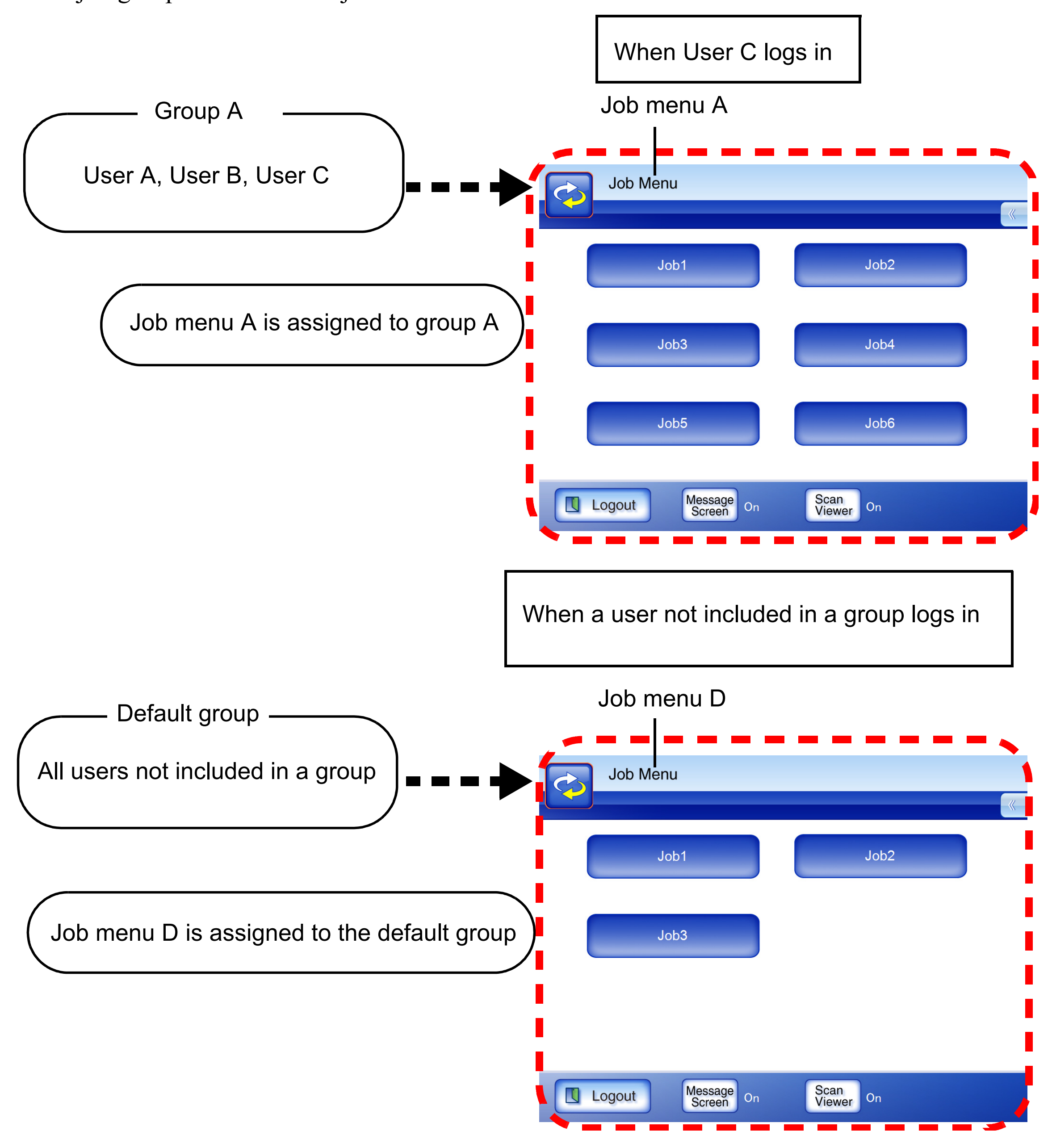
   A job menu is a menu arrangement of the job sequences set by the user.
   For example, you can assign a job sequence that sends scan data by e-mail and then saves it in a folder as a button, and set it on a "Job Menu".



3. Job Group Settings

A job group is a group of users assigned with the same job menu, by the administrator. Users associated with a group can use its job menu. All users who are not included in any job group belong to a default group.

For example, job menu A is assigned to group A, and job menu D is assigned to the default group. User C is included in group A, therefore can use job menu A. Users not included in a job group are able to use job menu D.



4

4.11.1 Job Setting Quick User Guide

The procedure for an administrator to set up job is shown below.

Setting a job sequence

Jobs List

View, add to, or edit the Jobs List.

Job Details

Set the scan options, message screen, and operations after scanning for a selected job.

For details, refer to "4.11.2 Setting a Job Sequence" (page 194).

Setting a job menu

Job Menus List

View, add to, or edit the Job Menus List.

Job Menu Layout

Set the job button for the selected job menu.

For details, refer to "4.11.3 Setting a Job Menu" (page 212).

Setting a job group

Job Groups List

View, add to, or edit the Job Groups List.

Settings For Selected Group(s)

Set the assigned job menus, initial post-login menu, and job group members for the selected job group.

For details, refer to "4.11.4 Setting a Job Group" (page 219).

Processing a job

- By setting [On] for [Job Mode] on the "Central Admin Server" screen under [Network Settings], and releasing job mode settings on the "Job Mode Settings" screen of Central Admin Console, the job mode settings set on the job mode edit screen of Central Admin Console are executed.
- By setting [Off] for [Job Mode] on the "Central Admin Server" screen under [Network Settings], the jobs set on the job settings menus in the Admin Tool are executed.

For details, refer to "6.14 Processing a Job" (page 357).

4.11.2 Setting a Job Sequence 

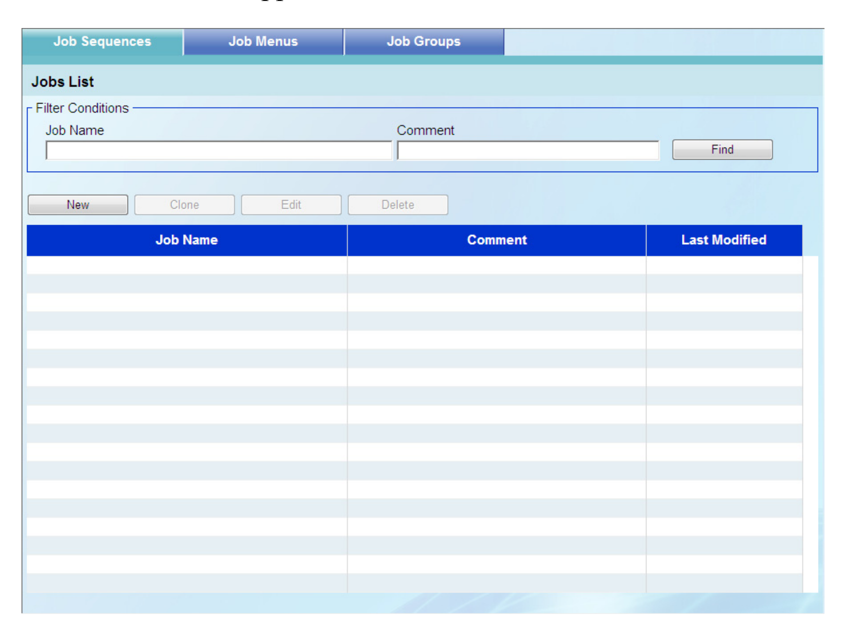
Set the scan options and job item (e-Mail/Fax/Print/Save) to be processed together as a job sequence.
Up to 1,000 job sequences can be set.

■ Adding a job sequence

This section describes how to add a job sequence.

1. Select the [Job Sequences] tab.

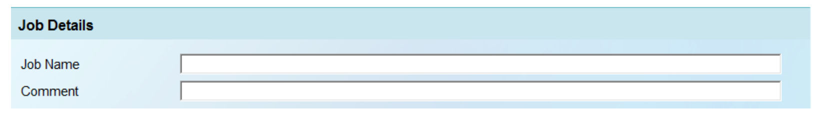
   ➪ The "Jobs List" window appears.



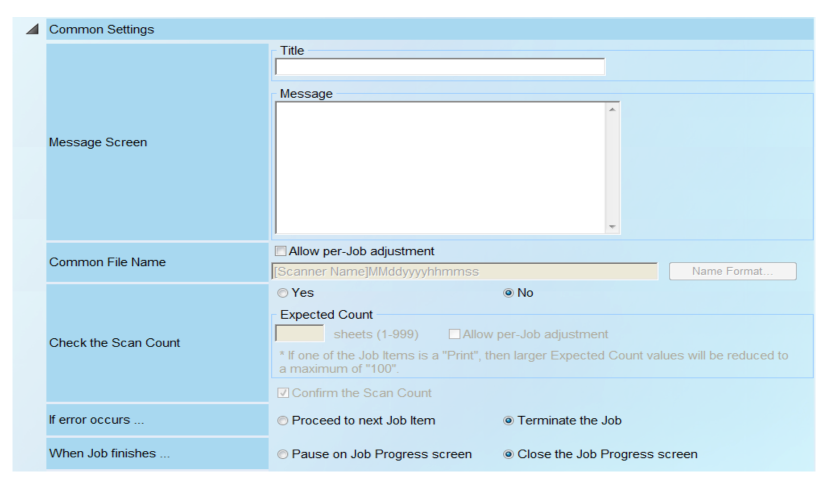
2. Select the [New] button.

   ➪ The "Job Details" window appears.

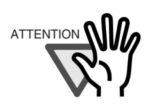
3. Set the [Job Name] and [Comment].
   Enter a job name in [Job Name]. This may be up to 64 characters long.
   Enter comments about the job sequence in [Comment]. This may be up to 256 characters long.



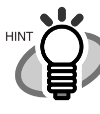
4. Select the [▷] button to the left of [Common Settings], and set the operations for when a job is processed.



- Message Screen
  Set whether or not to display the actual "Message Screen" when a job is processed.
  For details about the "Message Screen", refer to "6.14.1 Enabling/Disabling the Message Screen" (page 361).
  Enter a title and message text for the message shown on the "Message Screen".
  "Title" may be up to 24 characters long.
  "Message" may be up to 256 characters long.

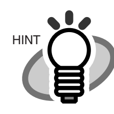


The layout of the message displayed in the message screen settings, and the actual "Message Screen" layout in the scanner may differ. Check the layout in the scanner and then enter the title and message in the "Message Screen".

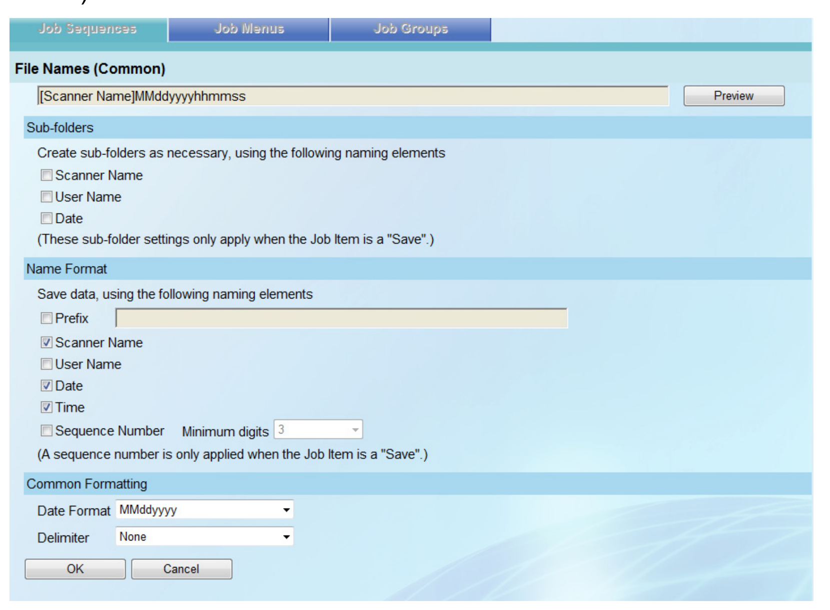


- Whether or not the title and message set in "Message Screen" are shown depends on whether the [Message Screen] button on the "Job Menu" screen is [On] or [Off].
- If a title or message is not set in "Message Screen", even if the [Message Screen] button on the "Job Menu" is set to [On], the actual "Message Screen" is not displayed.

- Common File Name
  Select the [Allow per-Job adjustment] checkbox to make it possible to change the file name when scanned data is sent by e-mail or saved in a folder, when processing a job.
  Set a file name format when scanned data is sent with e-mail/saved in a folder.



Press the [Name Format] button to specify a file name on the "File Names (Common)" screen.



"Sub-folders" is enabled only when scanned data is saved to a folder.
For details about setting values, refer to "4.6.10 Setting a File Name Format for When Saving Scanned Data" (page 76).

- Check the Scan Count
  When the number of sheets to be scanned for a job is fixed, set whether to check that the expected amount of sheets has been scanned.
  - If [Yes] is selected
    The number of scanned sheets is checked while a job is being processed.
    - For "Expected Count", enter the expected number of sheets to be scanned, between 1 and 999.



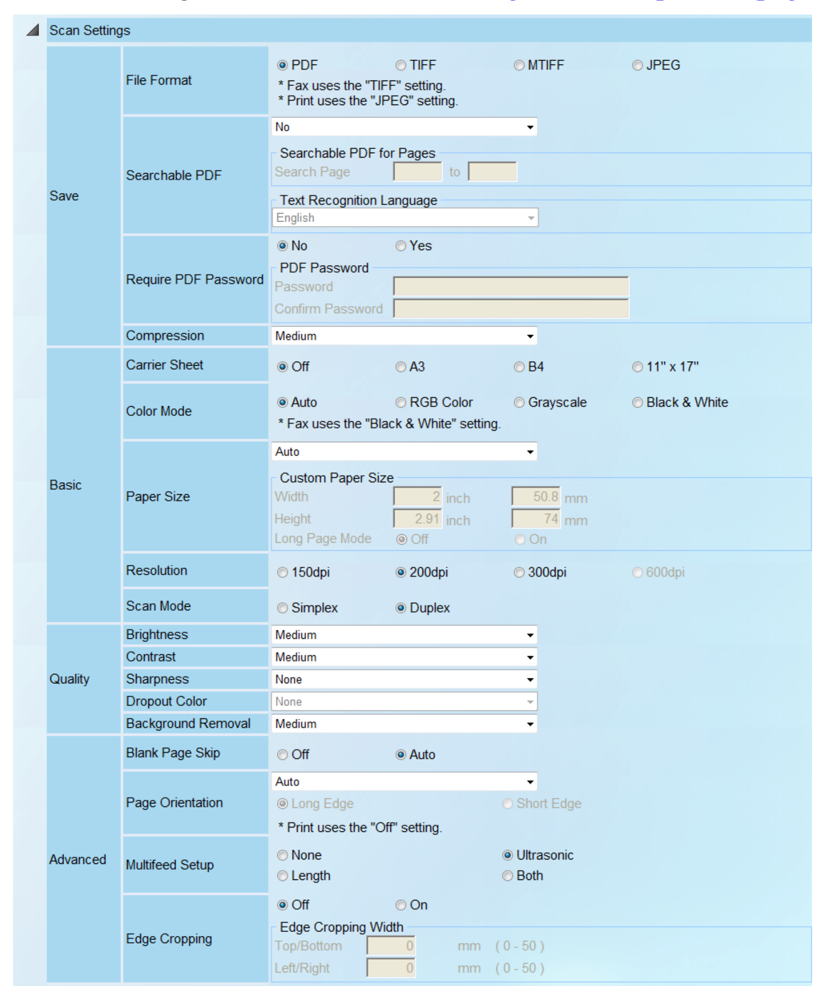
- If a "Print" job item is included, the expected number of sheets to be scanned becomes 1 to 100.
- For "Print", up to 100 pages can be scanned. For other than "Print", up to 999 pages can be scanned. For duplex scanning, make sure to set the number of pages so as not to exceed these respective maximums.

    - Select the [Allow per-Job adjustment] checkbox to make it possible to change the expected count of sheets to be scanned on the "Scan Count" screen, according to each job.
    - Select the [Confirm the Scan Count] checkbox to have the actual and expected sheet counts displayed on the "Scan Count" screen after scanning is complete.
  - If [No] is selected
    The number of scanned sheets is not checked while a job is being processed.

- If error occurs
  If an error occurs while an item in the job sequence is being performed, set whether or not to continue with unfinished items before ending a job.
  - If [Proceed to next Job Item] is selected
    If an error occurs while an item in the job sequence is being performed, job processing proceeds to the next item in the sequence and completes all unfinished items before ending a job.
  - If [Terminate the Job] is selected
    If an error occurs while an item in the job sequence is being performed, job processing ends without completing any unfinished items.
- When Job finishes
  Set whether to notify of a completion when all operations of a job finish successfully.
  - If [Pause on Job Progress screen] is selected
    When the job finishes successfully, the "Job Progress" screen is shown to notify that the job is completed.
  - If [Close the Job Progress screen] is selected
    Returns to the Job Menu when the job finishes successfully.

5. Select the [▷] button to the left of [Scan Settings].

Set the desired scan options, such as Carrier Sheet, color mode, and paper size.
For details about setting values, refer to "6.9 Setting the Scan Options" (page 309).



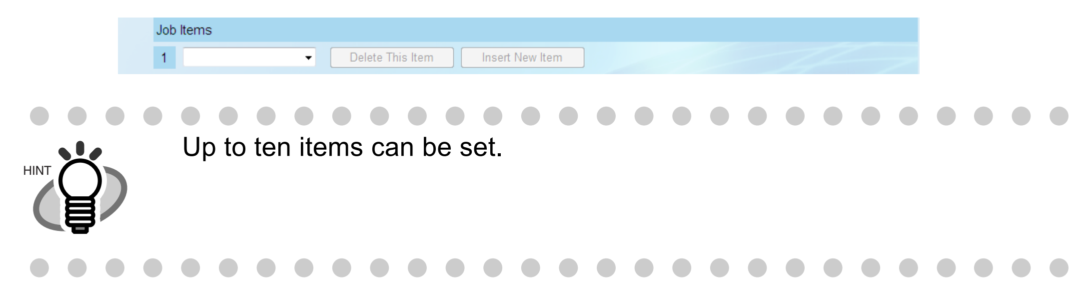
6. Set a job item.

Select the list button under [Job Items] to select one of following items:

- e-Mail
- Fax
- Print
- Save

When the [Delete This Item] button is clicked, a confirmation window appears. Click the [OK] button to delete the item.

When the [Insert New Item] button is selected, the item selected in the list of items is inserted before the current item.



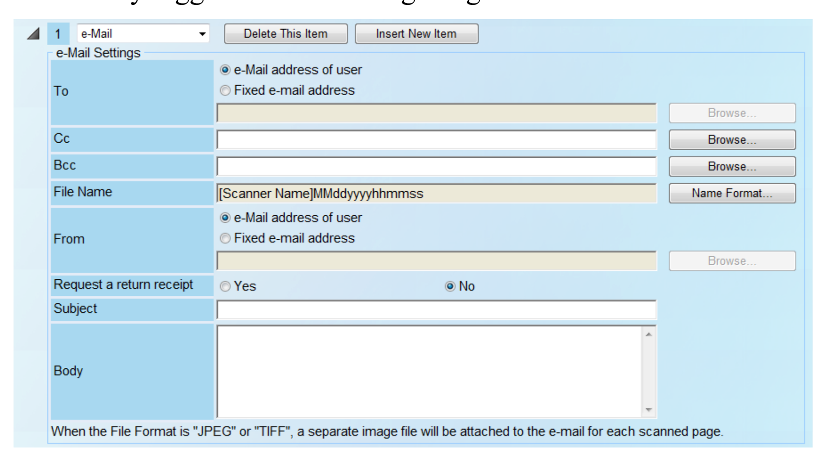
Up to ten items can be set.

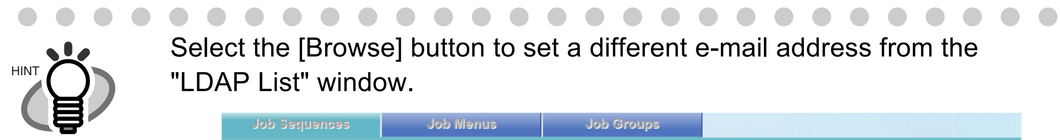
7. If [e-Mail] is selected for the job item in Step 6, perform settings related to sending e-mail.

For details about setting values, refer to "6.4 Sending the Scanned Data by e-Mail" (page 258).

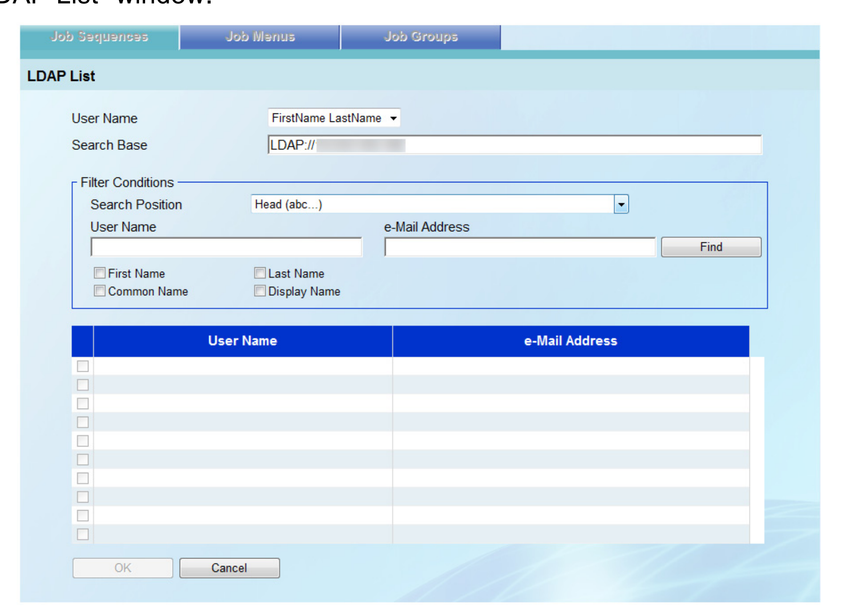
If the [e-Mail address of user] option button is selected for [To] and/or [From], when a job is processed, the e-mail address of the logged in user is specified. However, in the following cases, an error will occur during the job process.

- If the currently logged in user does not have an e-mail address
- If the currently logged in user is using the guest account





Select the [Browse] button to set a different e-mail address from the "LDAP List" window.



Settings entered in the following screen are shown.

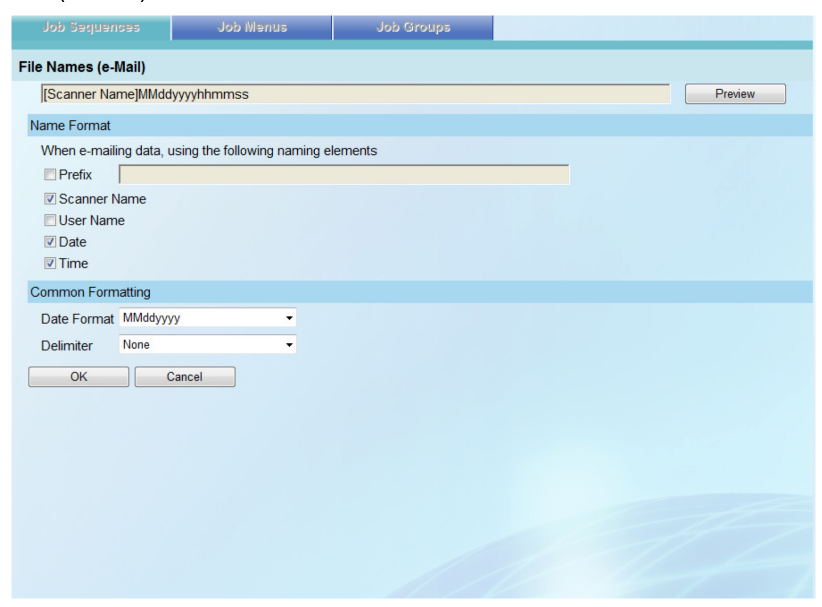
- For Admin Tool
  "e-Mail LDAP Server" screen
- For Central Admin Console
  "LDAP Server" section on the "Central Admin Server Settings" screen

However, whether or not SSL is used, depends on each LDAP server settings.

For more details about how to filter the LDAP List, refer to "Filtering the LDAP List" (page 208).



Press the [Name Format] button, and specify a file name from the "File Names (e-Mail)" screen.



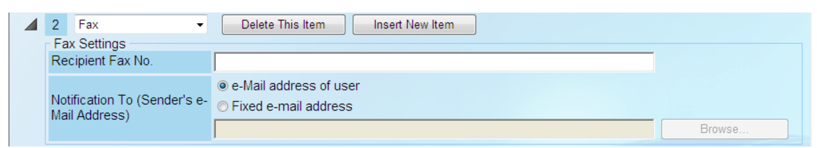
For details about setting values, refer to "4.6.11 Setting a File Name Format for When Attaching Scanned Data to e-Mail" (page 80).

8. If [Fax] is selected for the job item in Step 6, perform settings related to sending a fax.

For details about setting values, refer to "6.5 Sending the Scanned Data by Fax" (page 274).

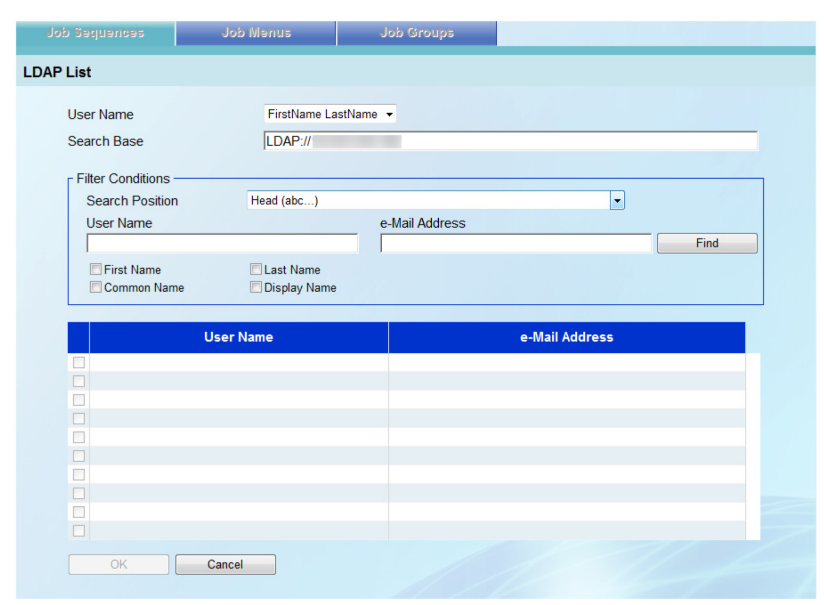
If the [e-Mail address of user] option button is selected for "Notification To (Sender's e-Mail Address)", the e-mail address of the logged in user is used when a job sequence is performed. However, in the following cases, an error will occur when a job sequence is performed.

- If the currently logged in user does not have an e-mail address
- If logged in with the guest account





Select the [Browse] button to set a different e-mail address from the "LDAP List" window.



Settings entered in the following screen are shown.

- For Admin Tool
  "e-Mail LDAP Server" screen
- For Central Admin Console
  "LDAP Server" section on the "Central Admin Server Settings" screen

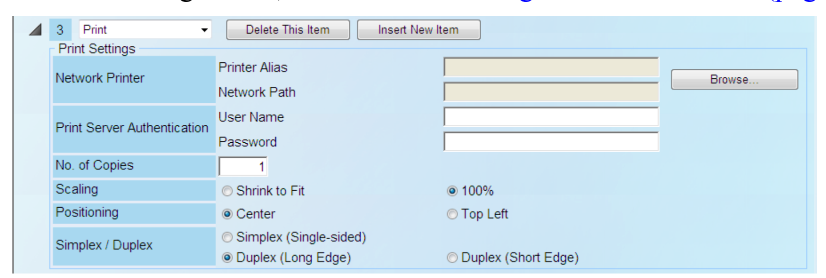
However, whether or not SSL is used, depends on each LDAP server settings.

For more details about how to filter the LDAP List, refer to "Filtering the LDAP List" (page 208).

4

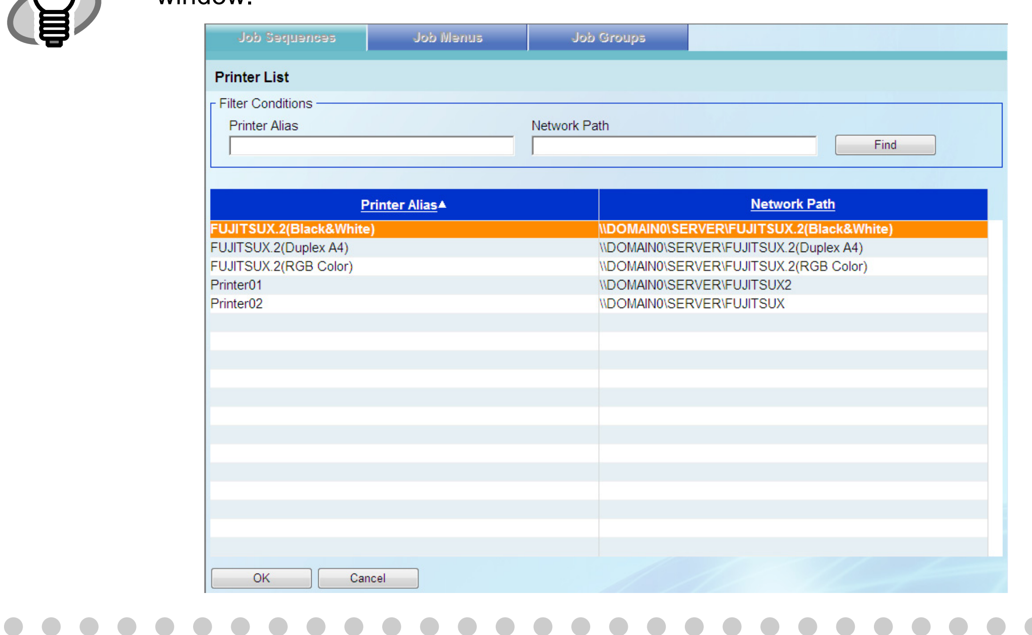
9. If [Print] is selected for the job item in Step 6, perform settings related to printing.

For details about setting values, refer to "6.6 Printing the Scanned Data" (page 283).



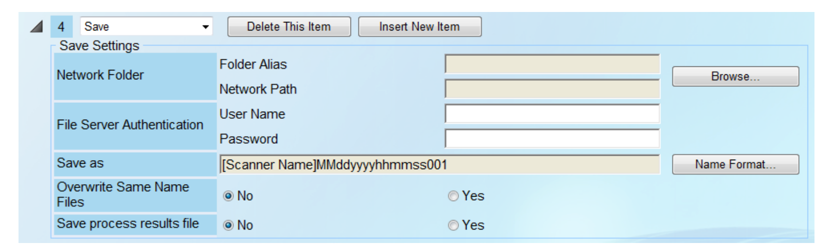


Select the [Browse] button to set the network printer from the "Printer List" window.

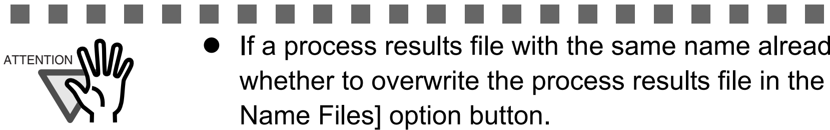


10. If [Save] is selected for the job item in Step 6, perform settings related to saving.

For details about setting values other than those for a "Save process results file", refer to "6.7 Saving the Scanned Data to a Network Folder" (page 296).



- Save process results file
  When a job to save scanned data in a folder is processed, set whether to output the job process result (process results file) to the same folder as the scanned data.
  - If [Yes] is selected
    A process results file is also output when scanned data is saved.
    The file name of the process result that is output, is the file name of the saved scanned data (including the extension), with ".xml" added to change it to that format.
    For example, if the file name of the saved scanned data is "abc.pdf", it becomes "abc.pdf.xml".
    If multiple TIFF or JPEG files are saved, a sequence number is added after the file name.
    Example: abc-0001.tif.xml, abc-0001.jpg.xml



- If a process results file with the same name already exists, set whether to overwrite the process results file in the [Overwrite Same Name Files] option button.
- It may not be possible to output a process results file if scanning fails, according to the cause of the failure.
- When a process results file is output for the saving multiple TIFF or JPEG format files case, it is assigned the name of the first output file with ".xml" appended, and all of the TIFF or JPEG output file names are recorded in the process results file's "FileName" field.

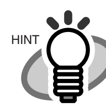
4

- If [No] is selected
  A process results file is not output when scanned data is saved.

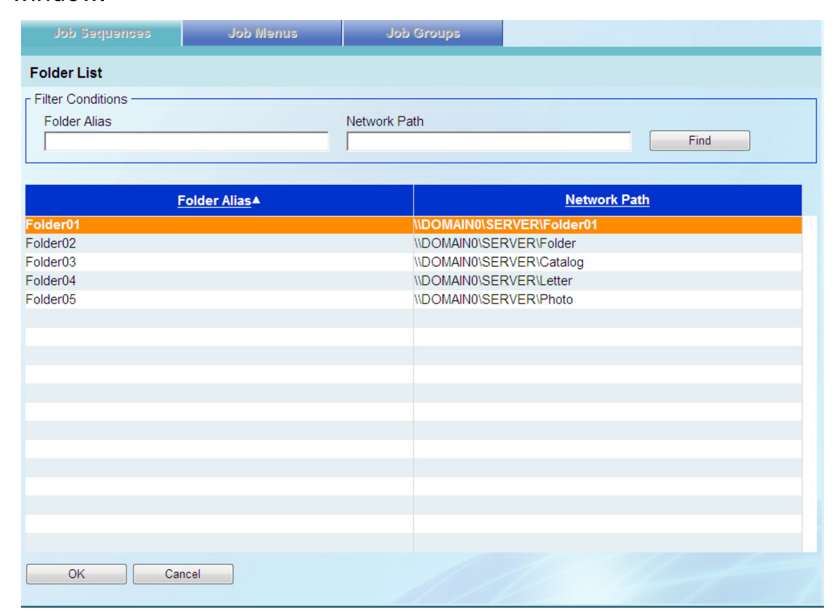
Process results files are formatted as follows:

- Process results files are in an XML format.
- Process results files use the UTF-8 charset.
- Process results files contain the following output:

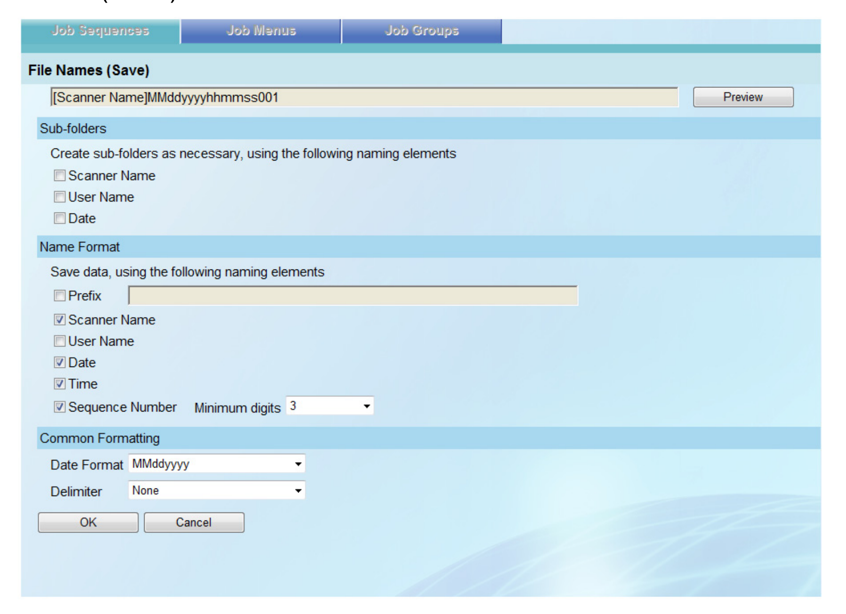
Item	Value
ResultFileVersion	V1.0
ScannerName	Scanner name
User	User name
Date	Save completion date
Time	Save completion time
Result	Save process results
ResultCode	Result code
Result Description	Result details
Pages	Number of saved pages
SheetCount_Job	Number of sheets to be scanned, set by the job
SheetCount_User	Number of sheets to be scanned, set by the user
SheetCount_Scan	Actual number of scanned sheets
FileName	Saved file name(s) (Multiple files)
Path	Saved file path name



- Select the [Browse] button to set the network folder from the "Folder List" window.



- Select the [Name Format] button to set the file name from the "File Names (Save)" window.



For more details about settings values, refer to "4.6.10 Setting a File Name Format for When Saving Scanned Data" (page 76).

11. Select the [OK] button.

⇨ A job sequence is added to the "Jobs List" window.

4

■ Cloning a job sequence

This section describes how to clone a job sequence.

1. Select the [Job Sequences] tab.

   ⇨ The "Jobs List" window appears.

2. Select the job sequence to be cloned.

3. Select the [Clone] button.

   ⇨ The "Job Details" window appears.

4. Clone the detailed job sequence settings.

5. Select the [OK] button.

   ⇨ A job sequence is added to the "Jobs List" window.

■ Editing a job sequence

This section describes how to edit a job sequence.

1. Select the [Job Sequences] tab.

   ⇨ The "Jobs List" window appears.

2. Select the job sequence to be edited.

3. Select the [Edit] button.

   ⇨ The "Job Details" window appears.

4. Edit the detailed job sequence settings.

5. Select the [OK] button.

   ⇨ The settings of the job sequence are changed.

■ Deleting a job sequence

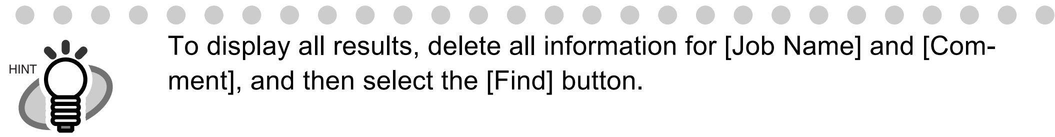
This section describes how to delete a job sequence.

1. Select the [Job Sequences] tab.
   ⇨ The "Jobs List" window appears.
2. Select the job sequence to be deleted.
3. Select the [Delete] button.
   ⇨ The confirmation window appears.
4. Select the [OK] button.
   ⇨ The job sequence is deleted.

■ Filtering job sequences

This section describes how to filter job sequences.

1. Select the [Job Sequences] tab.
   ⇨ The "Jobs List" window appears.
2. Enter [Job Name] and [Comment].
   Enter either a part of or full [Job Name] and [Comment] for the job sequence(s) to be filtered.
   "Job Name" may be up to 64 characters long.
   "Comment" may be up to 256 characters long.
3. Select the [Find] button.
   ⇨ The filtered results appear.



To display all results, delete all information for [Job Name] and [Comment], and then select the [Find] button.

■ Filtering the LDAP List

This section describes how to filter the LDAP List on the "LDAP List" window.

1. In the [User Name] drop-down list box, select the display format for the user names shown on the user name/e-mail address list.

2. Enter the LDAP server and character string to be used for LDAP searches in the "Search Base" field.

   The LDAP entries under the character string entered here will become the search target.
   This may be up to 520 characters long.

3. In the [Search Position] drop-down list box, select the filtering method.

   The default setting is [Head (abc...)].

Search Position	Description	Example Target	Search Result
Head (abc...)	Filtered by words that start with the character string entered in Step 4.	abc	abc, abc1, abcd, ...
Anywhere (...abc...)	Filtered by words that include the character string entered in Step 4.	abc	abc, abc1, xabc, xabcy, ...
Tail (...abc)	Filtered by words that end with the character string entered in Step 4.	abc	abc, 1abc, xabc, ...

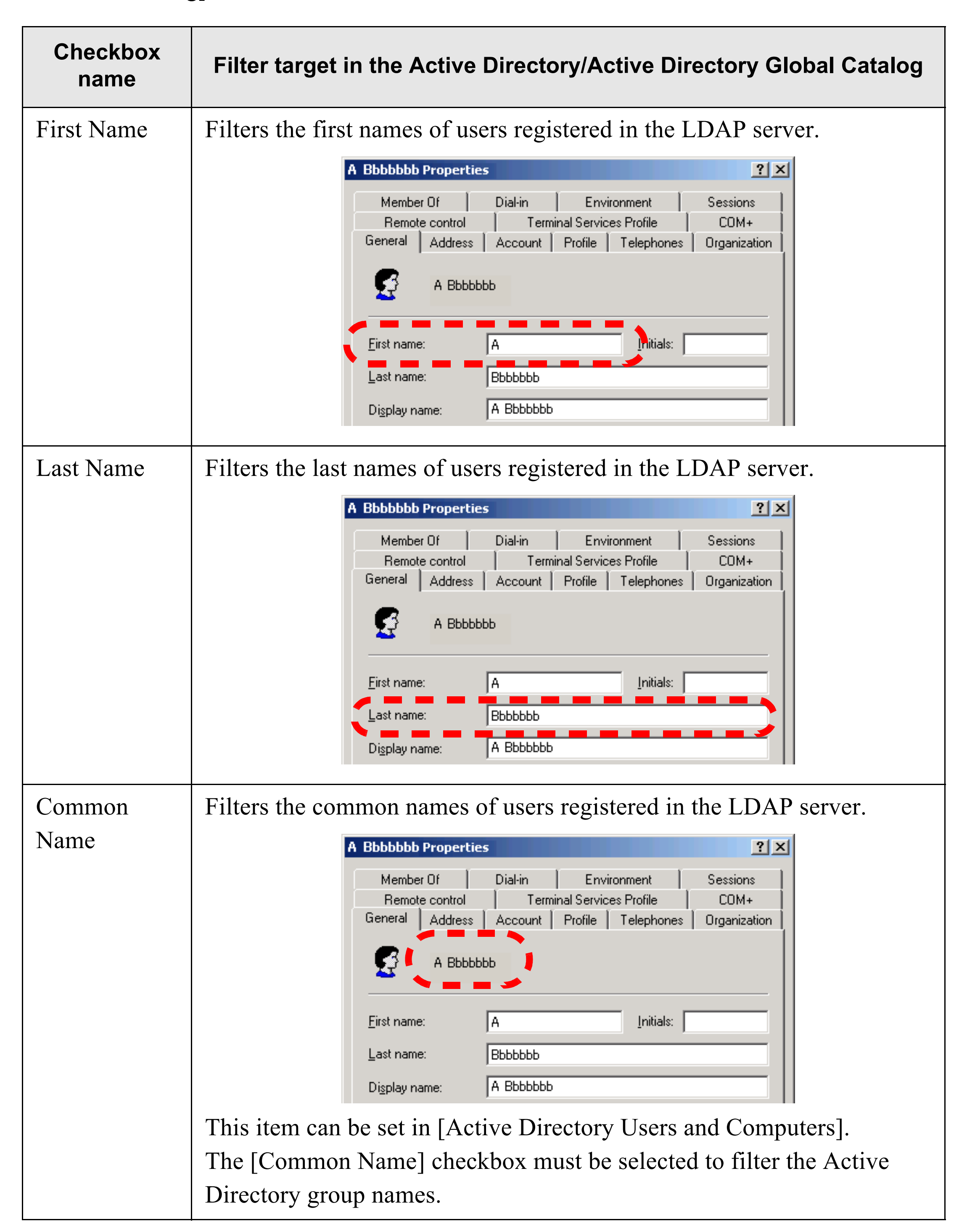
4. Enter the filter character string.

   Enter the user name and e-mail address to be filtered, in whole or in part.
   Up to 256 characters may be entered for both user names and e-mail addresses.
   If both a user name and e-mail address is entered, data containing either of them are searched as "AND Search".

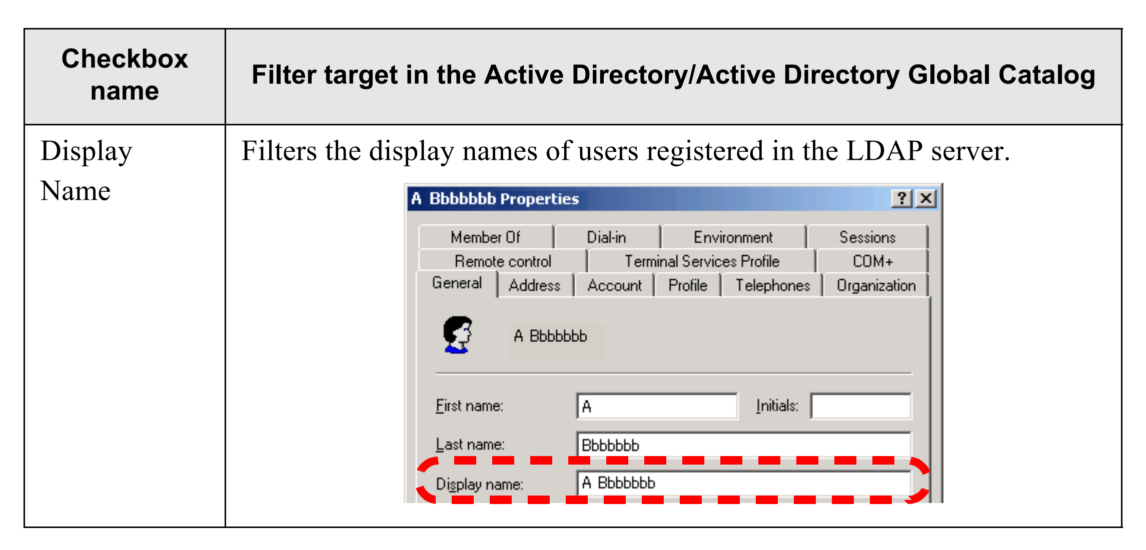
5. Select the filter target.

If multiple items are selected, data containing any of the search words are searched as "OR Search".

- The "Server Type" of the login LDAP server is [Active Directory] or [Active Directory Global Catalog]



Checkbox name	Filter target in the Active Directory/Active Directory Global Catalog
First Name	Filters the first names of users registered in the LDAP server.
Last Name	Filters the last names of users registered in the LDAP server.
Common Name	Filters the common names of users registered in the LDAP server. This item can be set in [Active Directory Users and Computers]. The [Common Name] checkbox must be selected to filter the Active Directory group names.

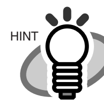
Checkbox name	Filter target in the Active Directory/Active Directory Global Catalog
Display Name	Filters the display names of users registered in the LDAP server. 

- The "Server Type" of the login LDAP server is [Other LDAP Server]

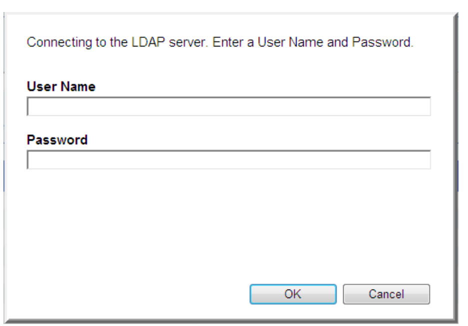
Checkbox name	Filter target in the LDAP server
First Name	Filters on the first names of users as such are defined by the "First Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Last Name	Filters on the last names of users as such are defined by the "Last Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Common Name	Filters on the common names of users as such are defined by the "Common Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Display Name	Filters on the display names of users as such are defined by the "Display Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.

6. Select the [Find] button.

⇨ The filtered results appear.



- If the [Find] button is selected, an authentication screen appears.
  Perform the following procedure for authentication.
  1. Enter a user name and password.
     User names may be up to 129 characters long.
     Passwords may be up to 256 characters long (case sensitive).



  2. Select the [OK] button.
- To display all results, delete all filter strings and then select the [Find] button.

4

4.11.3 Setting a Job Menu 

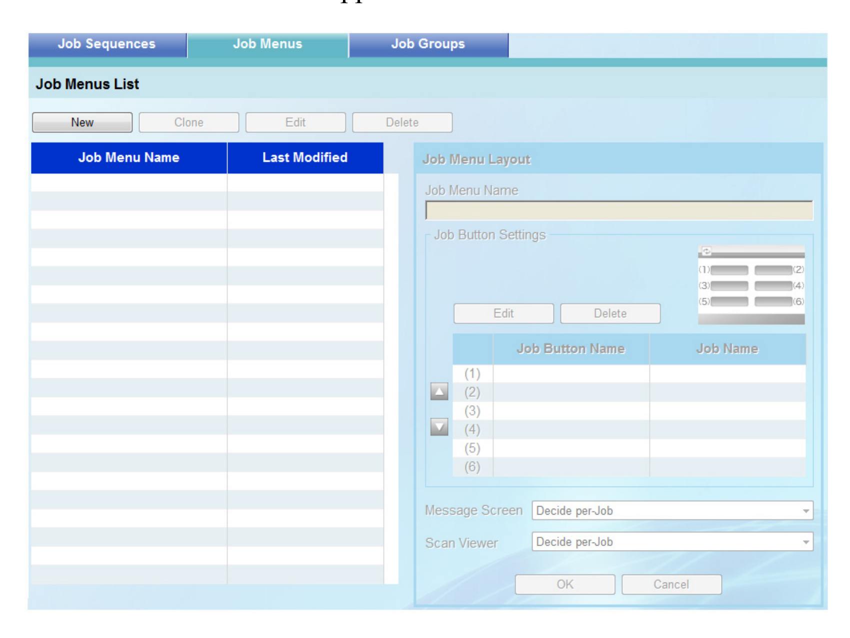
Assign the job sequence set in "4.11.2 Setting a Job Sequence" (page 194) to a job button, and job buttons on a job menu.
Up to 100 job menus may be set.

■ Adding a job menu

This section describes how to add a job menu.

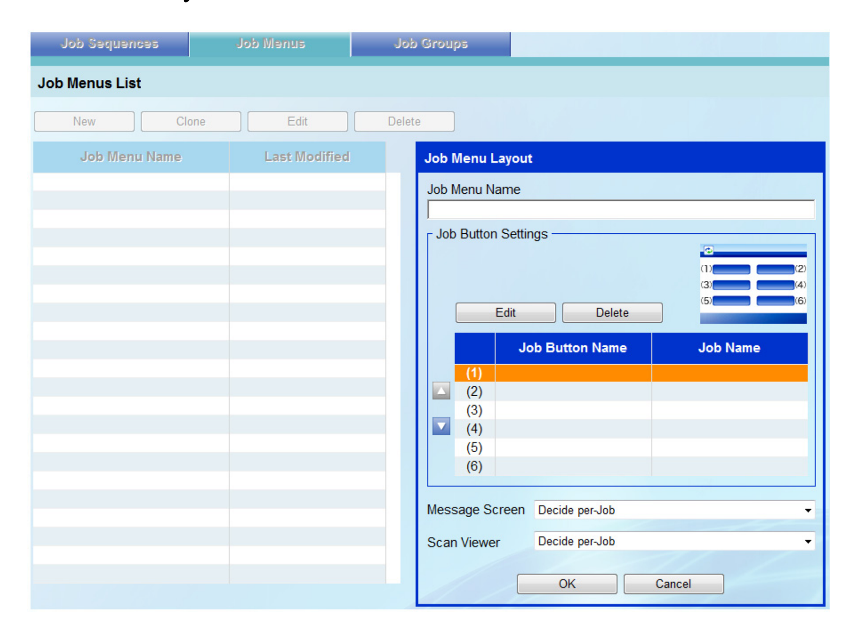
1. Select the [Job Menus] tab.

   ⇨ The "Job Menus List" window appears.



2. Press the [New] button.

   ⇨ The "Job Menu Layout" area becomes active.

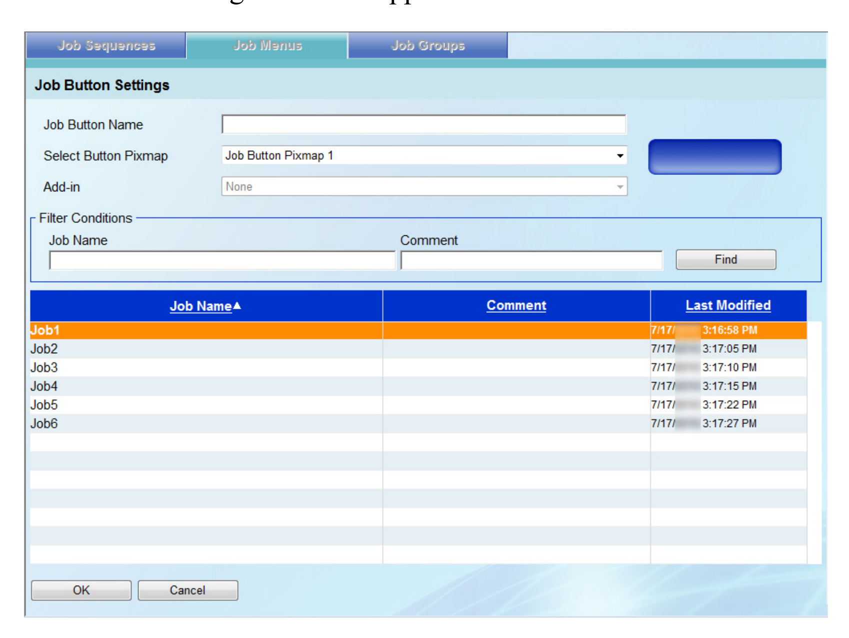


3. Enter the job menu name.

   This may be up to 64 characters long.

4. Select the line corresponding to the job button position (1) to (6), and select the [Edit] button.

   ➪ The "Job Button Settings" window appears.



5. Enter the job button name.

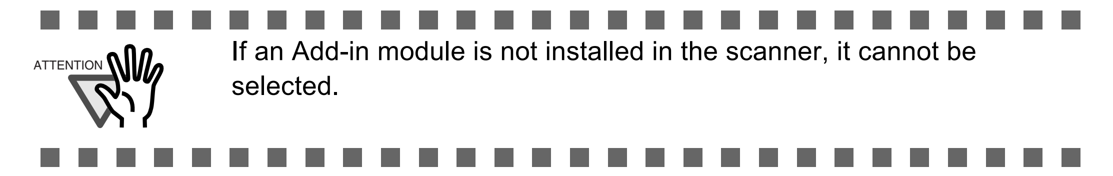
   This may be up to 32 characters long.

6. In the [Select Button Pixmap] drop-down list box, select a job button pixmap.

   The selected job button pixmap is inserted into the job button mockup image on the right, allowing the resulting button design to be checked.

7. To start the Add-in module when the job button is pressed, select the Add-in module to be started from [Add-in].

   If an Add-in module is selected, the Add-in module is assigned to the job button, rather than the job sequence. The "Job Button Name" and "Select Button Pixmap" are ignored. The button specified by the Add-in module appears in the Job Menu.



If an Add-in module is not installed in the scanner, it cannot be selected.

8. Select a job from the list.



To filter jobs, enter part of a "Job Name" and "Comment", or select all, and press the [Find] button.
"Job Name" may be up to 64 characters long.
"Comment" may be up to 256 characters long.
To clear all filtered results, delete the entered "Job Name" and "Comment", and press the [Find] button.

9. Select the [OK] button.

⇨ A job button is set on the "Job Menu Layout" area.

10. Repeat Step 4 through Step 9 as required for the number of job buttons.

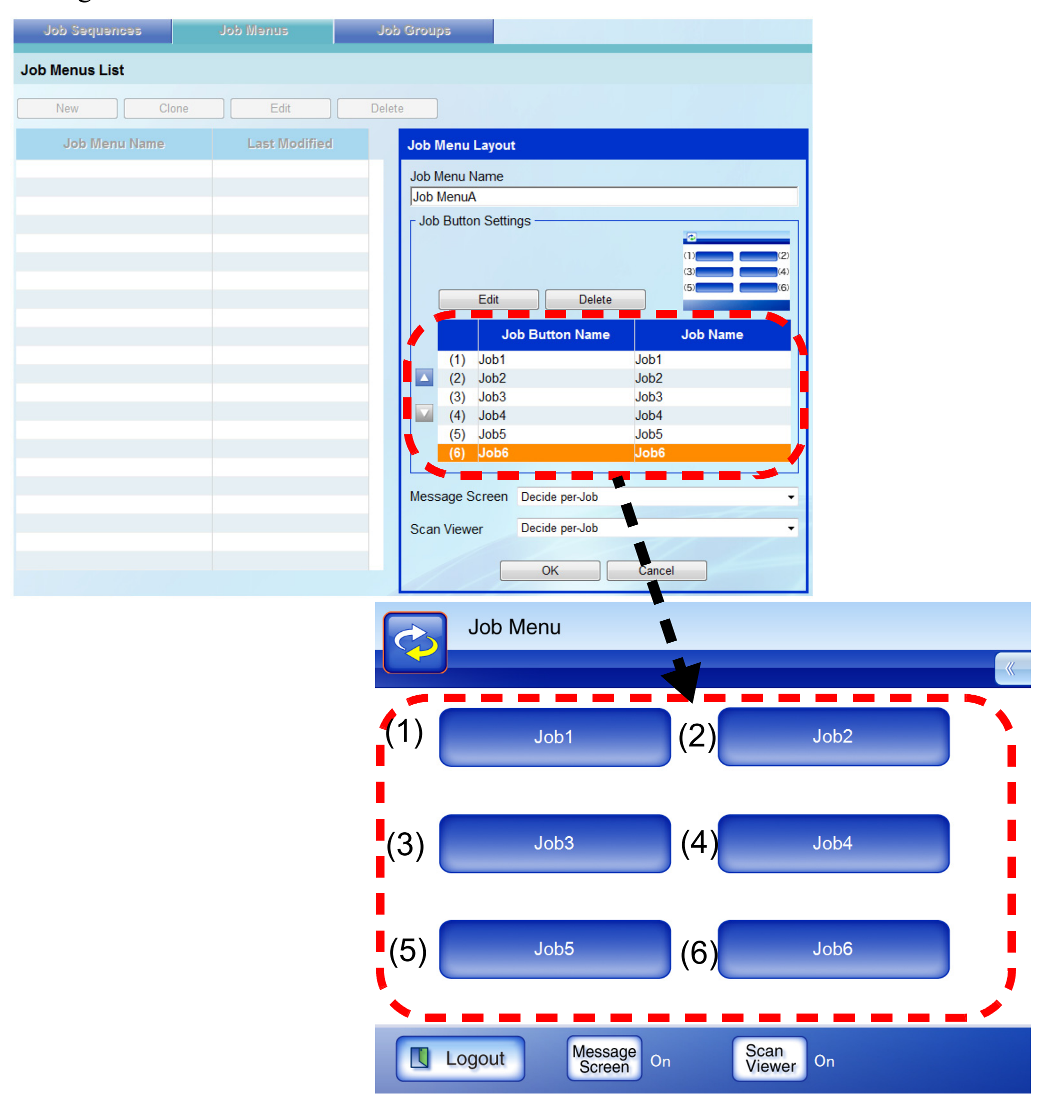


- Up to six job buttons can be set.
- To delete a job button, select the job button that you want to delete and press the [Delete] button.

11. Change the position of the job buttons as necessary.

Select the job button to move, and then select either the [Up] button or the [Down] button to move it.

The relationship between the order of job buttons on the "Job Menu Layout" area and the arrangement of buttons on the "Job Menu" is shown below.



12. In the Message Screen list, set whether to show a [Message Screen] button on the "Job Menu" screen.

- If [Decide per-Job] is selected
  The [Message Screen] button on the "Job Menu" screen is enabled, and it is possible to select whether or not to show the message screen when a job is processed according to each job.
- If [Always display] is selected
  The [Message Screen] button on the "Job Menu" screen is disabled, and the message screen is displayed when a job is processed.
- If [Never display] is selected
  The [Message Screen] button on the "Job Menu" screen is disabled, and the message screen is not displayed when a job is processed.

13. In the Scan Viewer list, set whether to show the [Scan Viewer] button on the "Job Menu" screen.
    - If [Decide per-Job] is selected
      The [Scan Viewer] button on the "Job Menu" screen is enabled, and it is possible to select whether or not to show the "Scan Viewer" when scanning, according to each job.
    - If [Always display] is selected
      The [Scan Viewer] button on the "Job Menu" screen is disabled, and the "Scan Viewer" is shown when scanning.
    - If [Never display] is selected
      The [Scan Viewer] button on the "Job Menu" screen is disabled, and the "Scan Viewer" is not shown when scanning.

14. Select the [OK] button.

    ⇨ A job menu is added to the "Job Menus List" window.

■ Cloning a job menu

This section describes how to clone a job menu.

1. Select the [Job Menus] tab.

   ⇨ The "Job Menus List" window appears.

2. Select the job menu to be cloned.

3. Select the [Clone] button.

   ⇨ The "Job Menu Layout" area becomes active.

4. Clone the detailed job menu settings.

5. Select the [OK] button.

   ⇨ A job menu is added to the "Job Menus List" window.

■ Editing a job menu

This section describes how to edit a job menu.

1. Select the [Job Menus] tab.

   ⇨ The "Job Menus List" window appears.

2. Select the job menu to be edited.

3. Select the [Edit] button.

   ⇨ The "Job Menu Layout" area becomes active.

4. Edit the detailed job menu settings.

5. Select the [OK] button.

   ⇨ The details of the job menu are changed.

■ Deleting a job menu

This section describes how to delete a job menu.

1. Select the [Job Menus] tab.

   ⇨ The "Job Menus List" window appears.

2. Select the job menu to be deleted.

3. Select the [Delete] button.

   ⇨ The confirmation window appears.

4. Select the [OK] button.

   ⇨ The job menu is deleted.

■ Viewing the detailed settings for a job menu

This section describes how to view the detailed settings for a job menu.

1. Select the [Job Menus] tab.

   ⇨ The "Job Menus List" window appears.

2. Select the job menu to view.

   ⇨ The details for the selected job menu appears in the "Job Menu Layout" area.

ATTENTION

The information for the selected job menu shown in the "Job Menu Layout" area cannot be edited. To edit this information, select the [Edit] button.

4.11.4 Setting a Job Group Admin Tool Central Admin

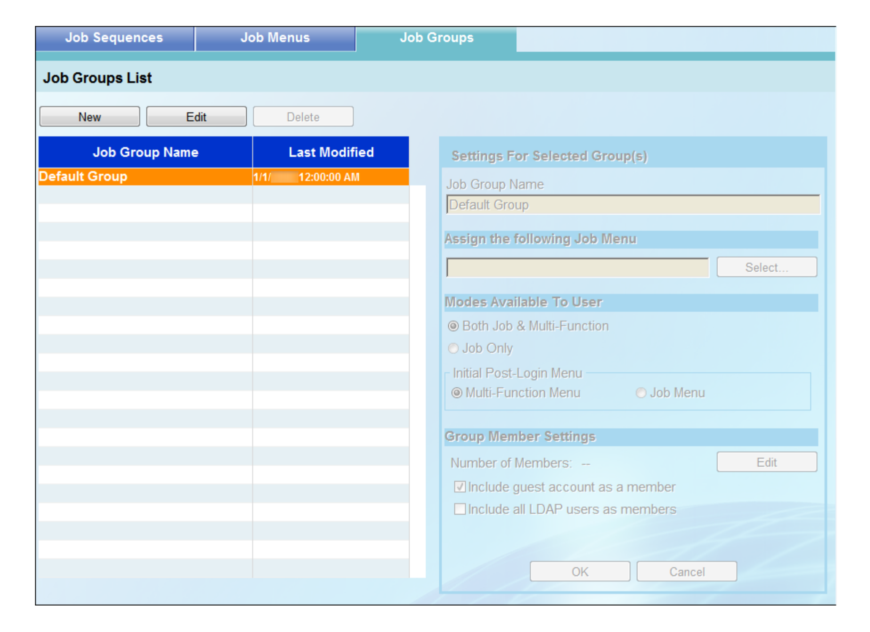
Assign the job menu set in "4.11.3 Setting a Job Menu" (page 212) to a job group. Users included in a job group can use the job menus assigned to the group. Users included in multiple job groups can use the multiple job menus assigned to those groups.
Up to 100 job groups may be set.

■ Adding a job group

This section describes how to add a job group.

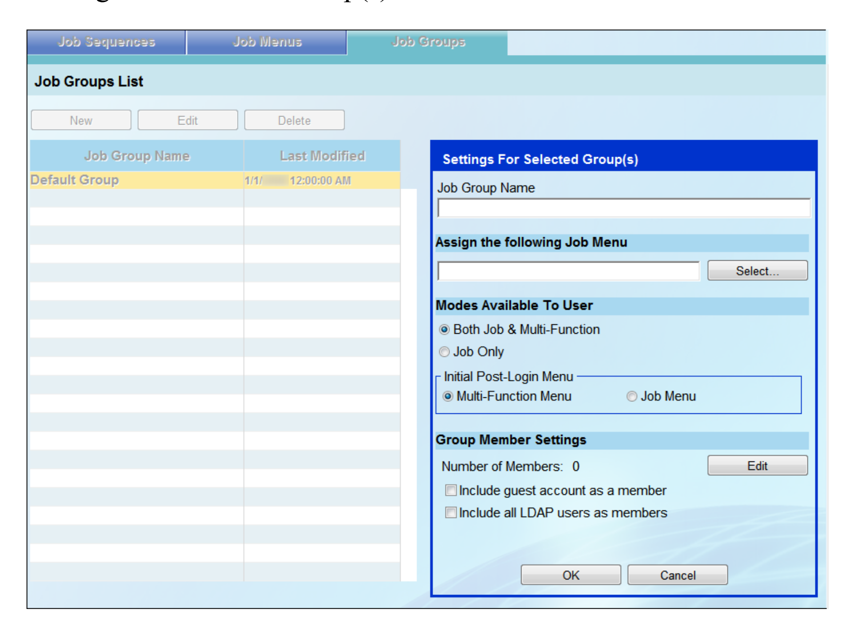
1. Select the [Job Groups] tab.

   ➪ The "Job Groups List" window appears.



2. Select the [New] button.

⇨ The "Settings For Selected Group(s)" area become active.

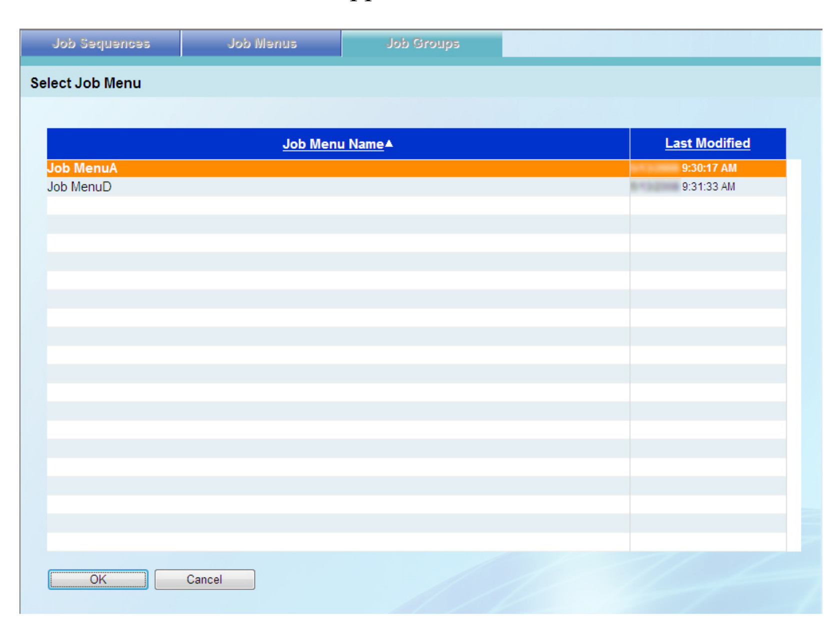


3. Enter the job group name.

This may be up to 64 characters long.

4. Select the [Select] button.

⇨ The "Select Job Menu" window appears.



5. Select a job menu.

6. Select the [OK] button.

⇨ A job menu is set on the "Settings For Selected Group(s)" area.

7. Set the whether or not to show the Multi-Function Main Menu after login.
   - If [Both Job & Multi-Function] is selected
     The menu to appear first after a regular user login can be set on the "Initial Post-Login Menu".
     - If the [Multi-Function Menu] option button is selected
       The Multi-Function Main Menu appears first after a regular user login.
     - If the [Job Menu] option button is selected
       The Job Menu appears first after a regular user login.

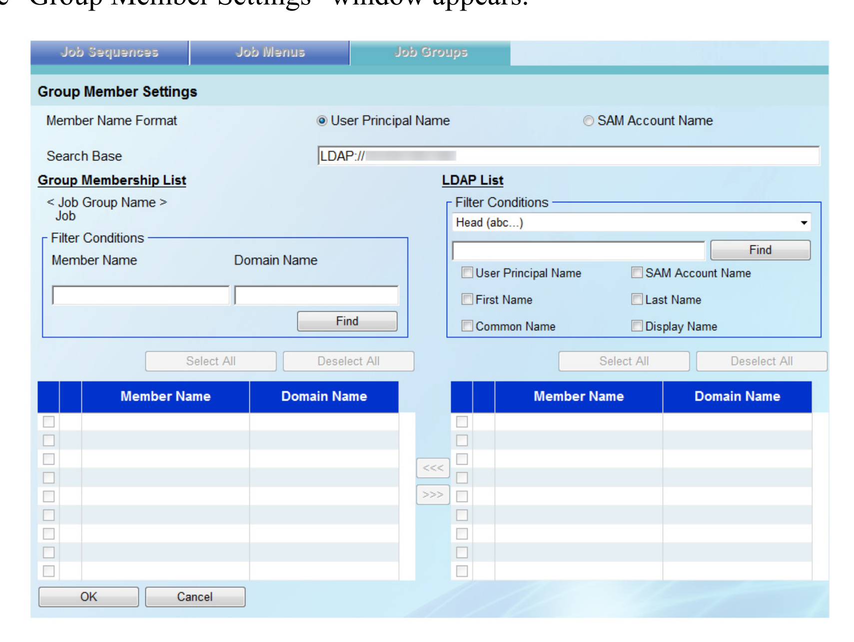
     The user can use both the Multi-Function Main Menu (refer to "3.2 Required Scanner Function Settings" (page33)) and Job Menu (refer to "4.11.3 Setting a Job Menu" (page212)) by pressing the [Menu Mode] button.
   - If [Job Only] is selected
     The Multi-function Main Menu is not shown. The Job Menu always appears after a regular user login.
     The user cannot switch between the Multi-Function Main Menu and Job Menu by pressing the [Menu Mode] button.



If the same one user is included in multiple job groups, the "Modes Available To User" settings of the group that appears first in the list on the "Job Groups List" window are used. For example, if a user belongs to the 3rd and 5th groups in the list, the settings for the 3rd group will be used. Therefore, specify the same "Modes Available To User" settings for all groups.

8. Select the [Edit] button.

   ⇨ The "Group Member Settings" window appears.



9. Select the member name format.
   The "Member Name" of the "Group Membership List" or "LDAP List" is shown, according to the format selected in [Member Name Format].

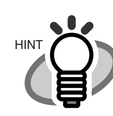
10. Enter the LDAP server and character string to be used for LDAP searches in the "Search Base" field.

The LDAP entries under the character string entered here will become the search target.
This may be up to 520 characters long.
Settings entered in the following screen are shown.

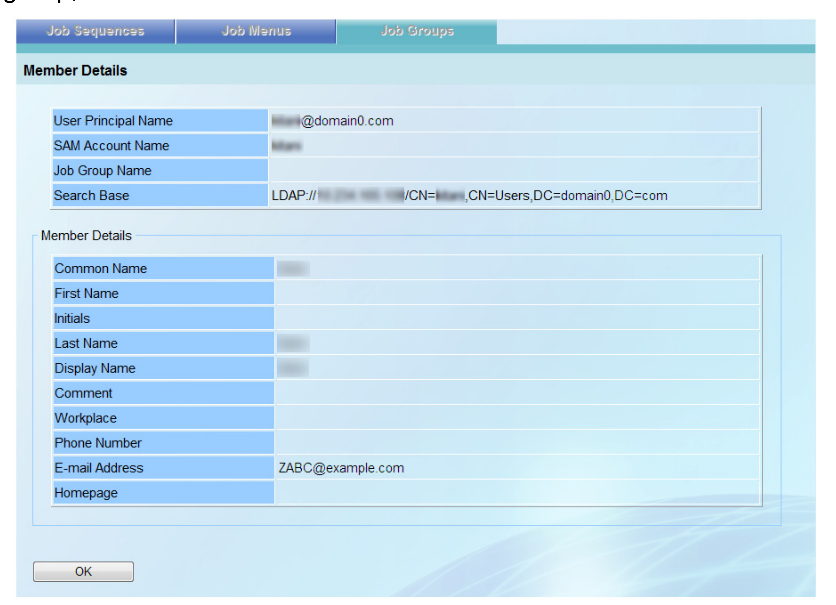
- For Admin Tool
  "Login LDAP Server" screen
- For Central Admin Console
  "LDAP Server" section on the "Central Admin Server Settings" screen

However, whether or not SSL is used, depends on each LDAP server settings.

11. Select the checkbox of a user name or Active Directory group to be added to a job group from the LDAP List.



- To view detailed information about a logged in user or Active Directory group, select the "Member Name" or "Domain Name" link.



- To select the checkboxes for all users and Active Directory groups, press the [Select All] button.
  To clear the checkboxes for all users and Active Directory groups, press the [Deselect All] button.
- To filter the LDAP List, refer to "Filtering the LDAP List" (page 227) for more details.

12. Select the [<<<] button.

⇨ The user or Active Directory group is added to the in the Group Membership List. Users or Active Directory groups added to the Group Membership List are grayed on the LDAP list.



- Up to 1,000 users or Active Directory groups can be registered as job group members.
- To delete a user or Active Directory group registered in the Group Membership List, select the checkbox for the user or Active Directory group to be deleted, and then select the [>>>] button. Users or Active Directory groups deleted from the Group Membership List are returned to the LDAP List.
- To filter job group members, enter the "Member Name" and "Domain Name" in part or in full, and then select the [Find] button.
  If "User Principle Name" is selected for the member name format, the "Member Name" may be up to 1024 characters long.
  If "SAM Account Name" is selected for the member name format, the "Member Name" may be up to 20 characters long.
  "Domain Name" may be up to 256 characters long.
  To display all results, clear both "Member Name" and "Domain Name" fields under the Filter Conditions, and then select the [Find] button.
- If the login LDAP server type is changed, all job group members of the old server type are automatically deleted the next time the group members are edited.

13. Select the [OK] button.

⇨ The number of members registered as job group members is shown in "Number of Members" on the "Settings For Selected Group(s)" window.

14. To include the guest account as a job group member, select the [Include guest account as a member] checkbox.

15. To include all LDAP users as job group members, select the [Include all LDAP users as members] check box.



If this check box is selected, all LDAP users are included regardless of the selection of LDAP users in [Group Membership List].

16. Select the [OK] button.

⇨ A job group is added to the "Job Groups List" window.

4

■ Editing a job group

This section describes how to edit a job group.

1. Select the [Job Groups] tab.

   ⇨ The "Job Groups List" window appears.

2. Select the checkbox for the job group to be edited.

3. Select the [Edit] button.

   ⇨ The "Settings For Selected Group(s)" input fields become active.

4. Change the detailed job group settings.

5. Select the [OK] button.

   ⇨ The details of the job group are changed.

■ Deleting a job group

This section describes how to delete a job group.

1. Select the [Job Groups] tab.

   ⇨ The "Job Groups List" window appears.

2. Select the job group to be deleted.

3. Select the [Delete] button.

   ⇨ The confirmation window appears.

4. Select the [OK] button.

   ⇨ The job group is deleted

■ Viewing the detailed settings for a job group

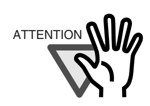
This section describes how to view the detailed settings for a job group.

1. Select the [Job Groups] tab.

   ➪ The "Job Groups List" window appears.

2. Select the job group to view.

   ➪ The details for the selected job menu appears in the "Settings For Selected Group(s)" area.



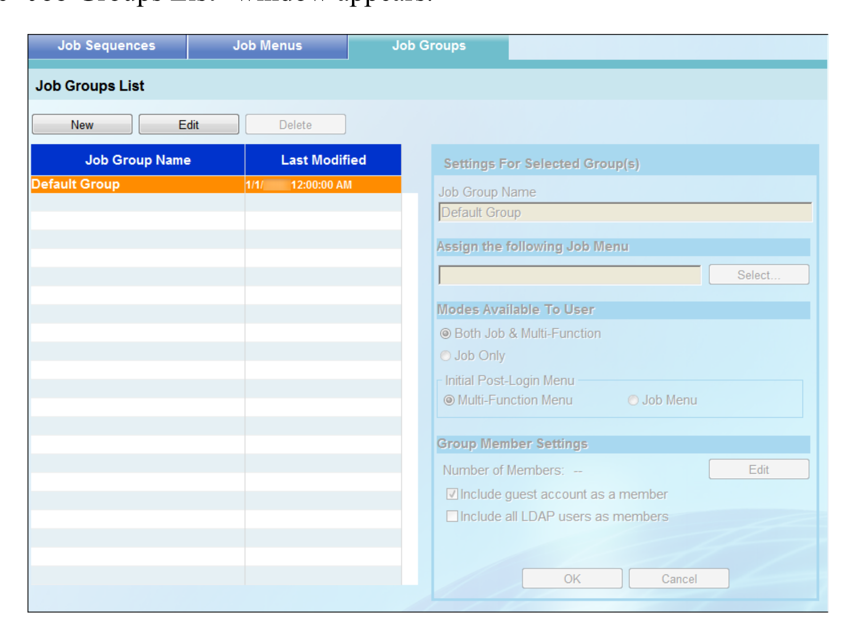
The information for the selected job group shown on the "Settings For Selected Group(s)" screen cannot be edited. To edit this information, select the [Edit] button.

■ Assigning job menus to users not included in a job group

Users who are not included in any job group automatically belong to a Default Group. This section describes how to assign job menus to those users.

1. Select the [Job Groups] tab.

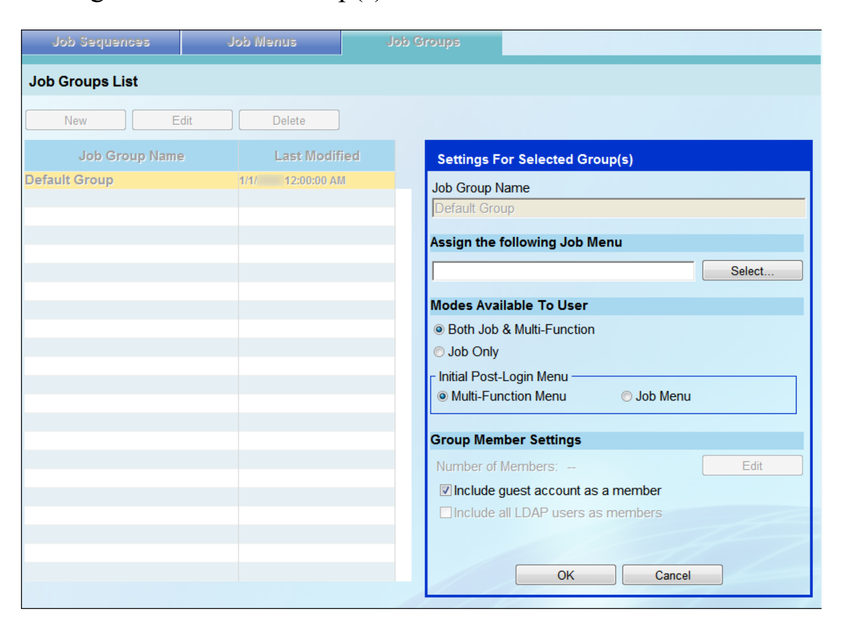
   ➪ The "Job Groups List" window appears.



2. Select the "Default Group" option button.

3. Press the [Edit] button.

➪ The "Settings For Selected Group(s)" area becomes active.



4. Select the [Select] button.

➪ The "Select Job Menu" window appears.

5. Select a job menu.

6. Select the [OK] button.

➪ A job menu is set on the "Settings For Selected Group(s)" area.

7. Set whether or not to display the "Multi-Function Main Menu".

- If [Both Job & Multi-Function] is selected
  The menu to appear first after a regular user login can be set on the "Initial Post-Login Menu".
  - If the [Multi-Function Menu] option button is selected
    The Multi-Function Main Menu appears first after a regular user login.
  - If the [Job Menu] option button is selected
    The Job Menu appears first after a regular user login.

  The user can use both the Multi-Function Main Menu (refer to "3.2 Required Scanner Function Settings" (page33)) and Job Menu (refer to "4.11.3 Setting a Job Menu" (page212)) by pressing the [Menu Mode] button.
- If [Job Only] is selected
  The Multi-function Main Menu is not shown. The Job Menu always appears after a regular user login.
  The user cannot switch between the Multi-Function Main Menu and Job Menu by pressing the [Menu Mode] button.

8. Select the [OK] button.

➪ A job menu is assigned to users who are not included in a job group.

■ Filtering the LDAP List

This section describes how to filter the LDAP List on the "Job Group Member Settings" screen.

1. In the [Search Position] drop-down list box on the "LDAP List" window, select the filtering method.

   The default setting is [Head (abc...)].

Search Position	Description	Example Target	Search Result
Head (abc...)	Filtered by words that start with the character string entered in Step 2.	abc	abc, abc1, abcd, ...
Anywhere (...abc...)	Filtered by words that include the character string entered in Step 2.	abc	abc, abc1, xabc, xabcy, ...
Tail (...abc)	Filtered by words that end with the character string entered in Step 2.	abc	abc, 1abc, xabc, ...

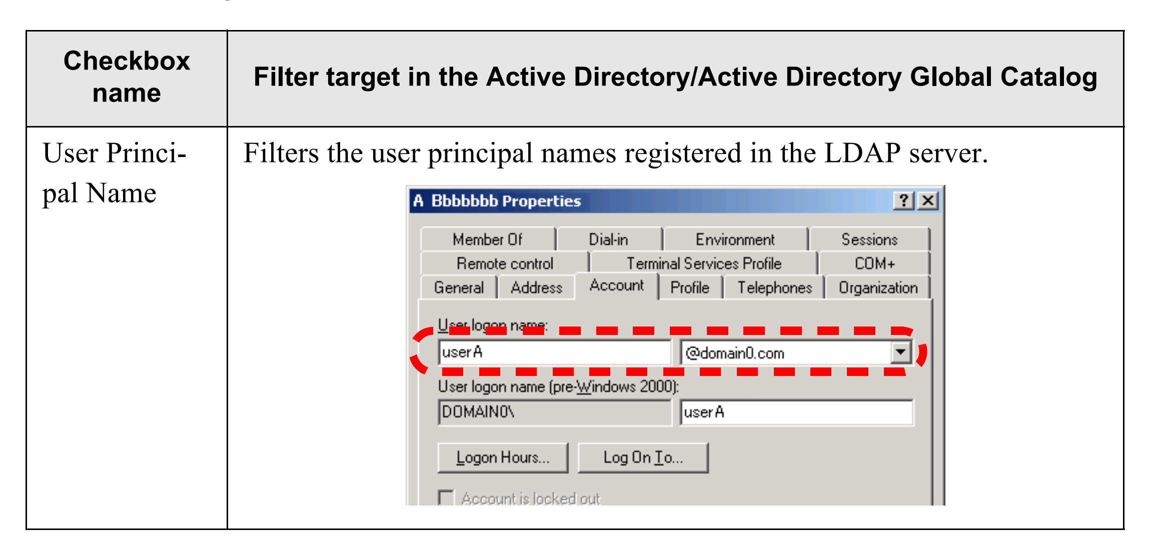
2. Enter the filter character string.

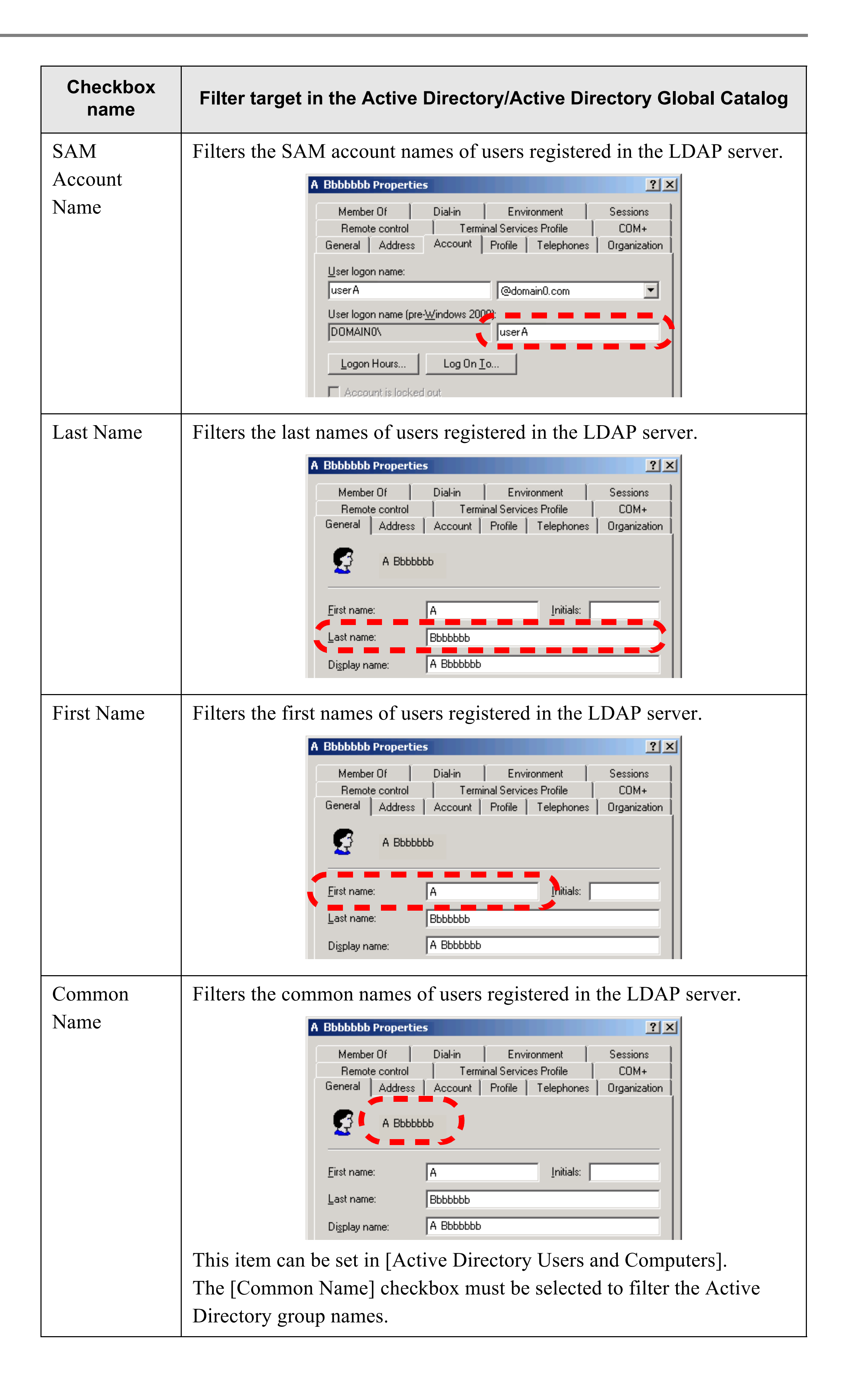
   Enter the filter target, in whole or in part.
   This may be up to 256 characters long.

3. Select the filter target.

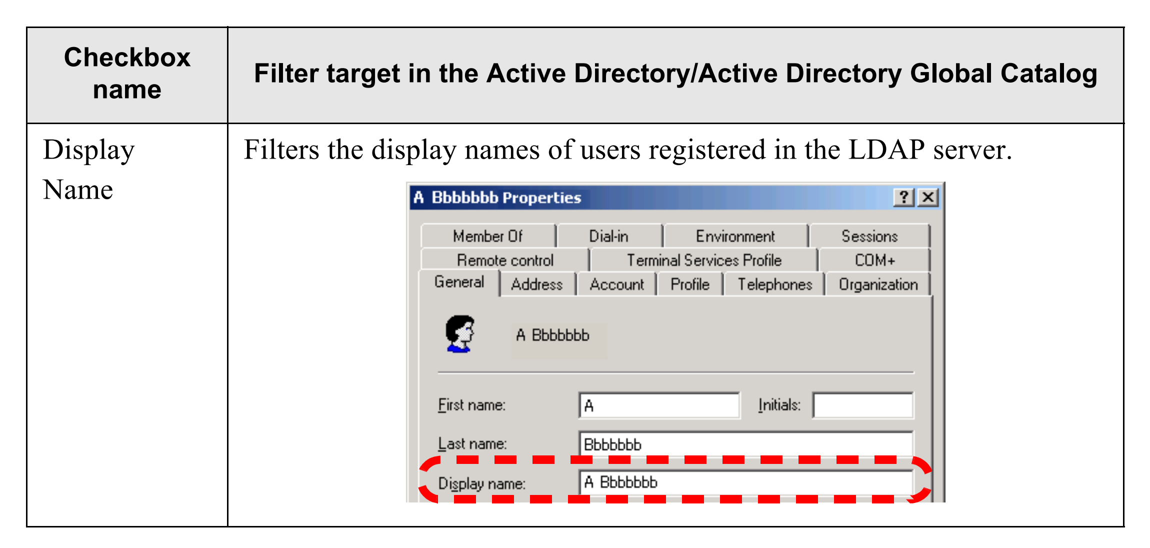
   If multiple items are selected, data containing any of the search words are searched as "OR Search".

- The "Server Type" of the login LDAP server is [Active Directory] or [Active Directory Global Catalog]

Checkbox name	Filter target in the Active Directory/Active Directory Global Catalog
User Principal Name	Filters the user principal names registered in the LDAP server. 



Checkbox name	Filter target in the Active Directory/Active Directory Global Catalog
SAM Account Name	Filters the SAM account names of users registered in the LDAP server.
Last Name	Filters the last names of users registered in the LDAP server.
First Name	Filters the first names of users registered in the LDAP server.
Common Name	Filters the common names of users registered in the LDAP server. This item can be set in [Active Directory Users and Computers]. The [Common Name] checkbox must be selected to filter the Active Directory group names.

Checkbox name	Filter target in the Active Directory/Active Directory Global Catalog
Display Name	Filters the display names of users registered in the LDAP server. 

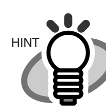
- If the "Server Type" of the login LDAP server is [Other LDAP Server]

Checkbox name	Filter target in the LDAP server
cn	Filters users on the "cn" attribute.
uid	Filters users on the "uid" attribute.
First Name	Filters on the first names of users as such are defined by the "First Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Last Name	Filters on the last names of users as such are defined by the "Last Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Common Name	Filters on the common names of users as such are defined by the "Common Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.
Display Name	Filters on the display names of users as such are defined by the "Display Name" field in the "Adjust the search item schema" screen from the "e-Mail LDAP Server" screen.

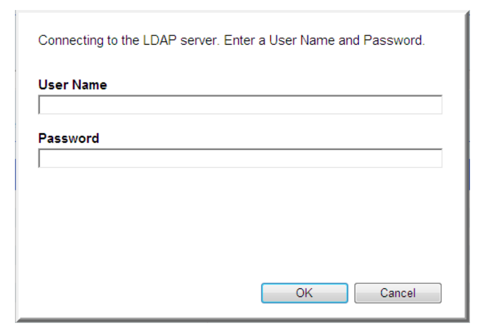
4

4. Select the [Find] button.

⇨ The filtered results appear.



- If the login LDAP server type is [Active Directory] or [Active Directory Global Catalog], when the [Find] button is pressed, a confirmation window appears.
  Perform the following procedure for authentication.
  1. Enter a user name and password.
     User names may be up to 129 characters long.
     Passwords may be up to 256 characters long (case sensitive).

  2. Select the [OK] button.
- To display all results, delete all filter strings and then select the [Find] button.
- When there is a large number of filtered results on the "LDAP List" window, or a large number registered job group members (1000 at maximum), it may take several seconds until the [Group Member Settings] window appears. This can be resolved by performing the following.
  - Add a filter condition(s)
  - Reduce the "Maximum Results" specified on the "e-Mail LDAP Server" screen
  - Divide job groups
  - Specify an Active Directory group

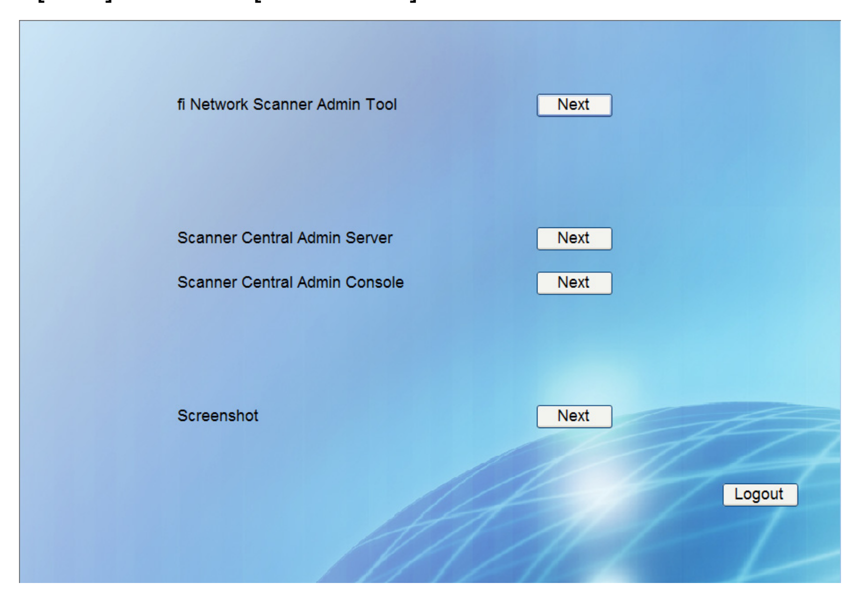
4.12 Getting a Screenshot on the LCD Touch Panel

The image of the screen displayed on the LCD touch panel can be received via the network and saved in BMP or JPEG format.

1. Specify the name of a scanner as a URL using a Web browser to access the scanner and display the download screen.

   For details about how to display the download screen, refer to Step 1 to Step 3 of "4.4.3 Installing the Admin Tool" (page47).

2. Press the [Next] button for [Screenshot] on the download screen.

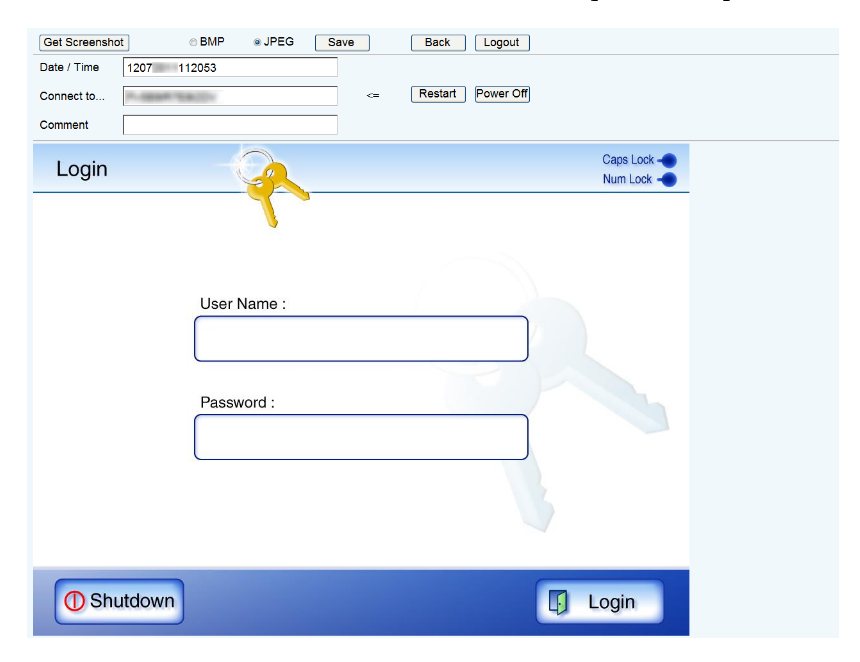


⇨ A screen is displayed for getting a screenshot of the current screen on the LCD touch panel.



3. Press the [Get Screenshot] button.

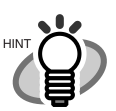
⇨ A screenshot of the current screen on the LCD touch panel is acquired and displayed.



4. Select a file format (BMP or JPEG) of the image of the screenshot to be saved.

5. When you refer to a date/time, the scanner as the connection destination, or a comment to define a file name for the file to be saved, enter a proper string for the file name in the relevant input field.

   Alphanumeric characters, and symbols with the exception of " \ / : ; * ? " < > | # & % " can be used.
   To use characters of a different language for a file name, enter them into the "Save As" dialog box.



If you enter [Date/Time], [Connect to], and [Comment], file names are created in the following order.

- Comment
- Connect to
- Date/Time

- The default values are as follows:
  Date/Time: Date/time that the screenshot was taken
  Connect to: Scanner name
  Comment: (blank)
- The default file name when a screen is saved is one of the following:
  - *Comment_Connect to_Date/Time*.bmp
  - *Comment_Connect to_Date/Time*.jpg

  If nothing is entered for Comment, it becomes "iSScreenShot".
  - iSScreenshot_*Connect to_Date/Time*.bmp
  - iSScreenshot_*Connect to_Date/Time*.jpg

6. Press the [Save] button.

   ⇨ The "File Download" dialog box appears.

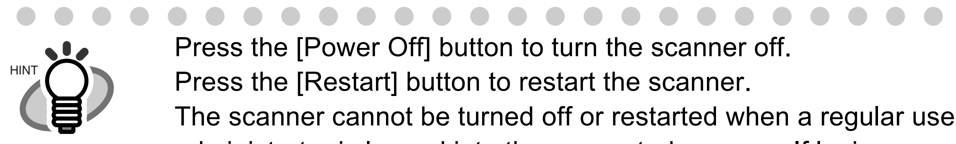
7. Press the [Save] button.

   ⇨ The "Save As" dialog box appears.

8. Enter a file name, and specify a folder for saving the file.

9. Press the [Save] button.

   ⇨ The screenshot is saved in a specified file format.



Press the [Power Off] button to turn the scanner off.
Press the [Restart] button to restart the scanner.
The scanner cannot be turned off or restarted when a regular user or administrator is logged into the connected scanner. If login was performed with automatic login, the scanner can be turned off or restarted while the "Main Menu" or "Job Menu" screen is shown.

Chapter 5

Administrator Operations (Central Admin Console)

Admin

Central Admin Server and Central Admin Console must be installed on the computer for configuring settings for multiple scanners and managing them with Central Admin Console.
This chapter explains how to download Central Admin Server and Central Admin Console.
For details about installation and the operations of Central Admin Server and Central Admin Console, refer to the Scanner Central Admin User's Guide.
Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "E.1.2 System Log Messages" (page 459).

5

5.1 Downloading the Central Admin Server Software

Download and install the Central Admin Server software in a computer.

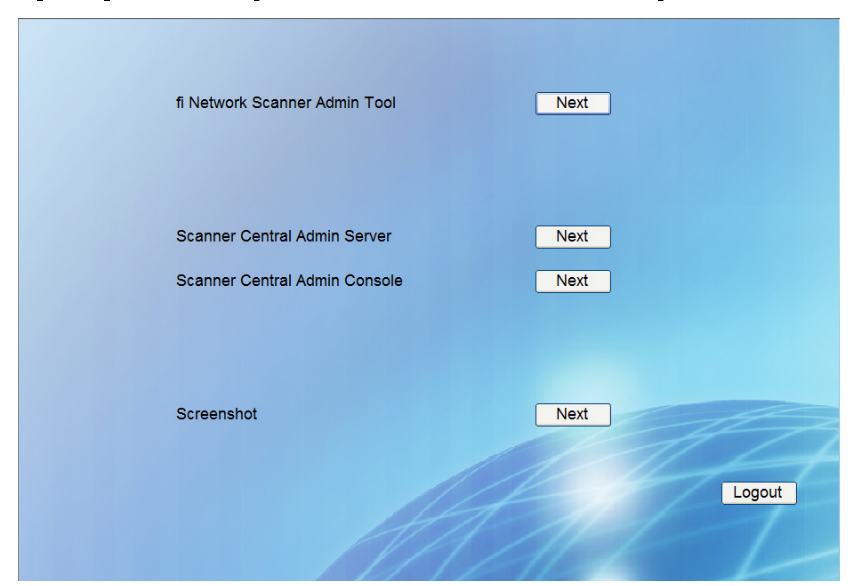


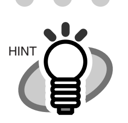
- For details about the system requirements for installing Central Admin Server software, refer to the Scanner Central Admin User's Guide.
- When installing the Central Admin Server software, the same necessary pre-settings before logging in with the Admin Tool are required. For details, refer to "4.4 Setting up for Administrator Access via the Admin Tool" (page 44).

1. Perform Step 1 to Step 3 of "Installing the Admin Tool" (page 47).

   ➪ The download screen appears.

2. Press the [Next] button for [Scanner Central Admin Server].

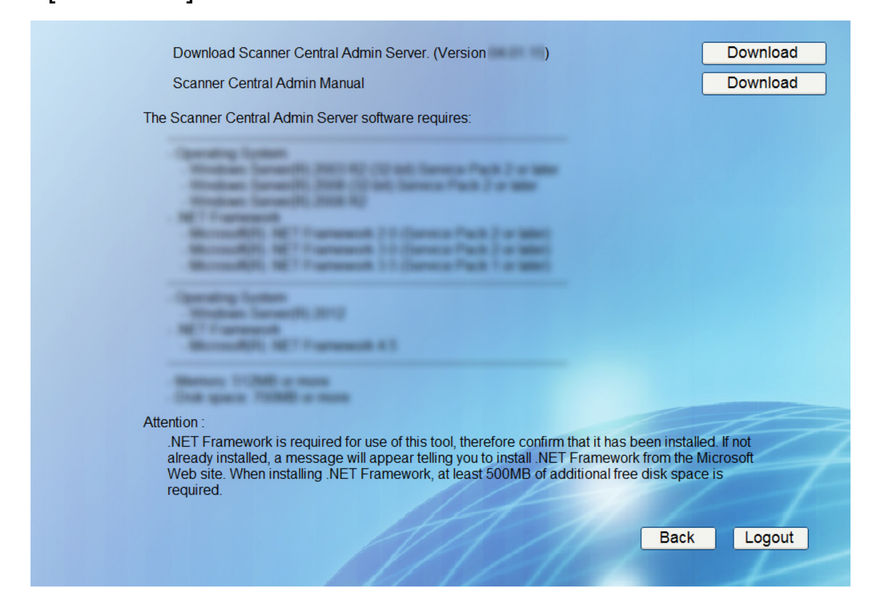


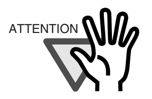


If the Central Admin Server version is earlier than 4.0, [iScanner Central Admin Server] is shown.

➪ The Central Admin Server download screen appears.

3. Press the [Download] button.





- Downloading is not possible while a scanner operation is in process.
- Do not close the Web browser or logout until installation is complete.
- The required 700MB of free disk includes 200MB which is required to install SQL Server 2005 Express Edition.



For Central Admin Server version 4.0 or later, the [Download] button for downloading the Scanner Central Admin manual is shown.

⇨ Follow the wizard instructions displayed on the window.
For details about the installation method, refer to the Scanner Central Admin User's Guide.

5.2 Downloading the Central Admin Console

Download and install the Central Admin Console in a computer.

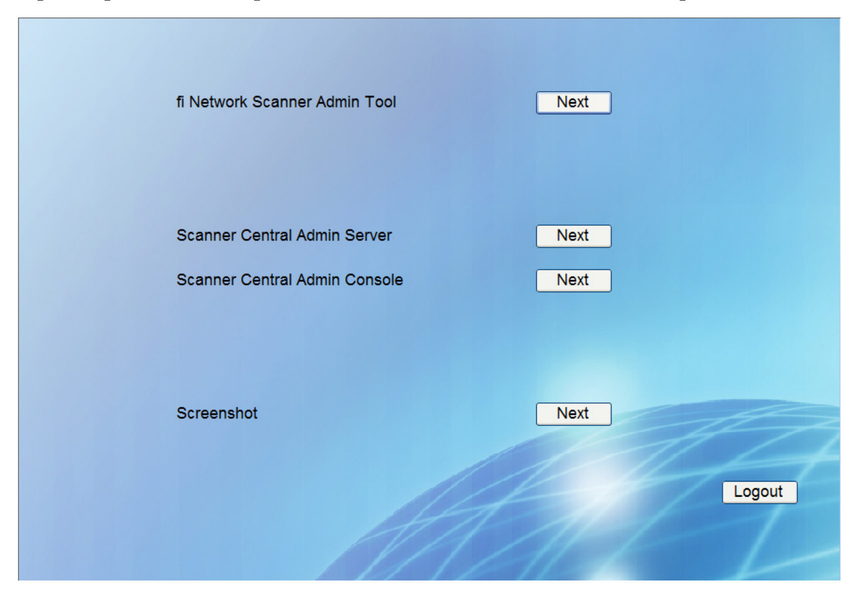


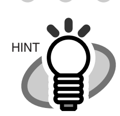
- For details about the system requirements for installing Central Admin Console, refer to "1.4.2 Requirements for Related Servers" (page 16).
- When installing the Central Admin Console, the same necessary pre-settings before logging in with the Admin Tool are required. For details, refer to "4.4 Setting up for Administrator Access via the Admin Tool" (page 44).

1. Perform Step 1 to Step 3 of "Installing the Admin Tool" (page 47).

⇨ The download screen appears.

2. Press the [Next] button for [Scanner Central Admin Console].

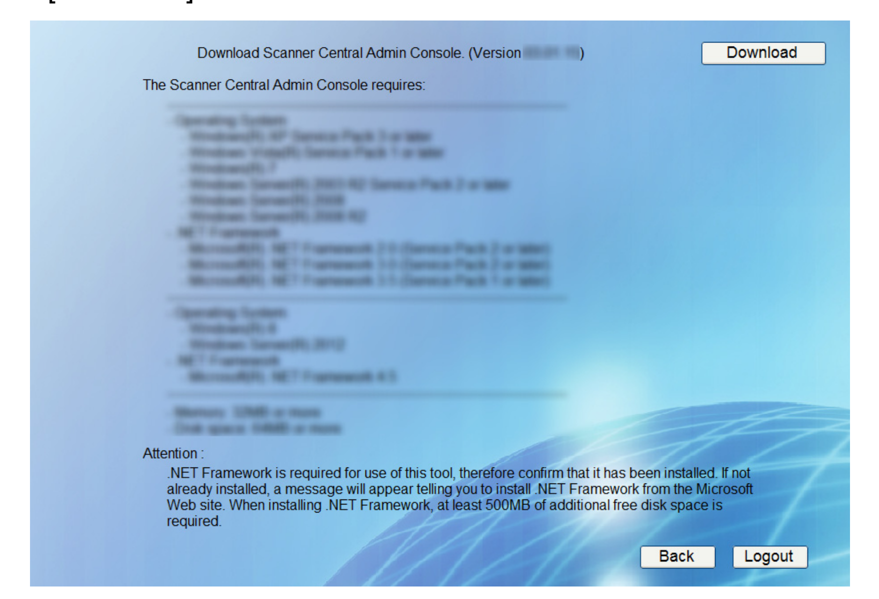




If the Central Admin Console version is earlier than 4.0, [iScanner Central Admin Console] is shown.

⇨ The Central Admin Console download screen appears.

3. Press the [Download] button.



ATTENTION

- Downloading is not possible while a scanner operation is in process.
- Do not close the Web browser or logout until installation is complete.

⇨ Follow the wizard instructions displayed on the window.
For details about the installation method, refer to the Scanner Central Admin User's Guide.

5.3 Configuring the Scanner Settings for Central Admin Management

This section describes the scanner settings environment.
The following settings for connecting a scanner to the Central Admin Server are required to enable management by the Central Admin Console.

- "Admin Network" screen from the "Network Settings" tab
  For more details, refer to "4.7.2 Setting the Admin Network" (page 92).
- "Central Admin Server" screen from the "Network Settings" tab
  For more details, refer to "4.7.3 Setting a Central Admin Server" (page 94).

Chapter 6

Regular User Operations

User

This scanner is used to scan documents which then can be sent by e-mail or fax, printed on a network printer, or saved to a network folder.
To perform the operations described in this chapter, the scanner must first be setup by the administrator.
For details of scanner setup, refer to "Chapter 4 Administrator Operations (LCD Touch Panel and Admin Tool)" (page37).
Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "E.2 Regular User Messages" (page 469).

6.1 Loading Documents

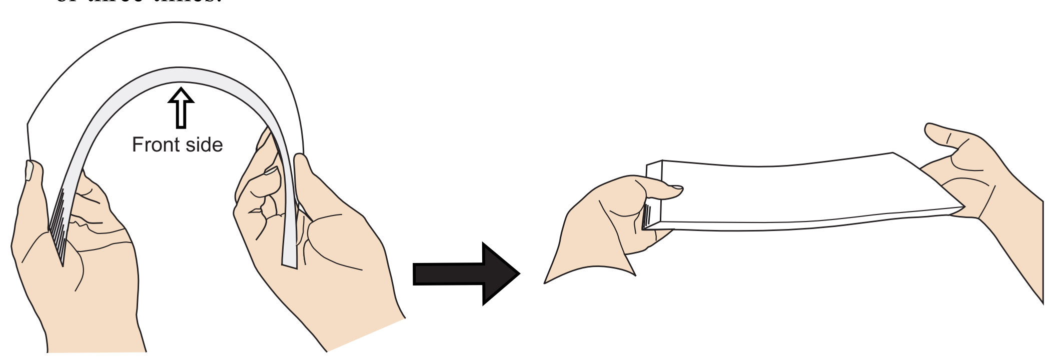
This section describes how to load documents onto the scanner.

6.1.1 How to Load Documents

1. Check the number of document sheets.

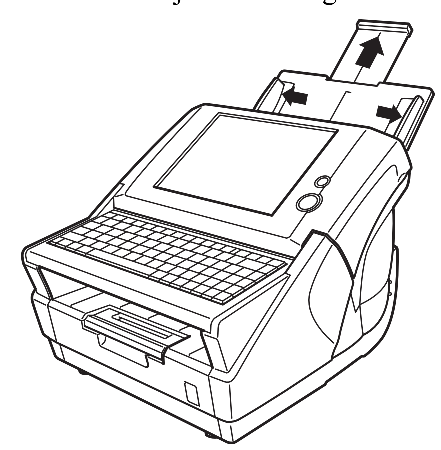
   For document sheet limits, refer to "A.3 Maximum Document Loading Capacity" (page 426).

2. Fan the documents.
   1. Lightly grip the ends of the document stack in both hands, and flex it back and forth two or three times.

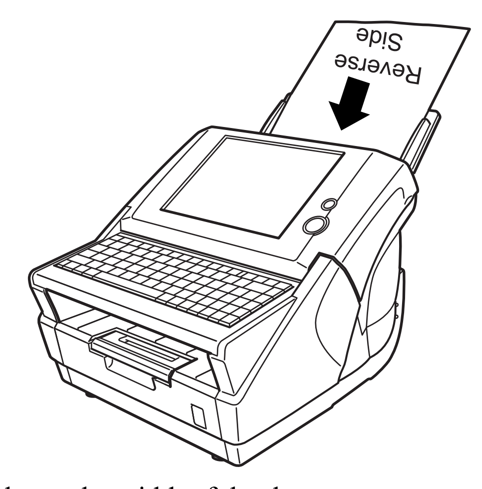


   2. Rotate the documents 90 degrees, and fan again.
   3. Align the edges of the document sheets.

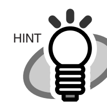
3. Load the documents into the ADF paper chute.
   1. Extend the ADF paper chute and adjust the side guides to hold the documents.



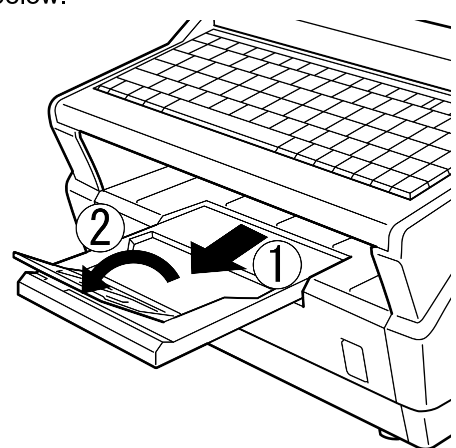
2. Load the documents face down. If only one side is to be scanned, it should face down in the ADF paper chute.



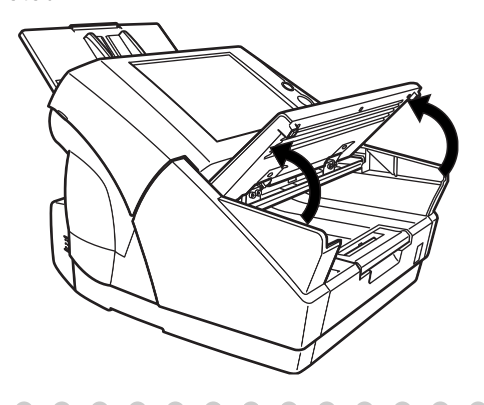
3. Adjust the side guides to the width of the documents.
   Move the side guides so that they touch both sides of the documents.
   If there is any space between the side guides and the edges of documents, the scanned data may be skewed.



- The output tray holds the document sheets after they have been scanned. It can be pulled out and adjusted to the size of the document being scanned.
  1. Pull out before scanning.
  2. The extension flap of output tray may also be lifted up, as shown in the figure below.



- Small documents may be retrieved by lifting up the keyboard after scanning has completed.



6.1.2 Loading Documents Using a Carrier Sheet

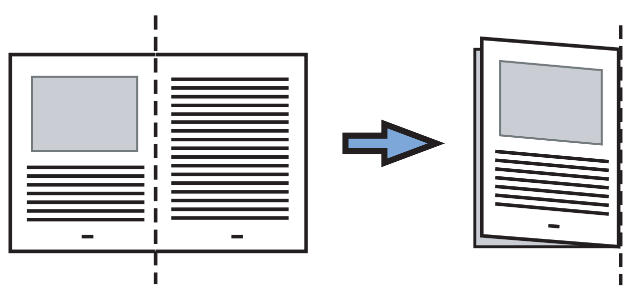
A Carrier Sheet is a plastic sheet specifically used for loading non-standard documents onto the scanner. It allows you to scan documents that cannot be scanned in the regular way. Also, documents larger than A4 size, such as A3 and B4, can be scanned by folding in half, inserting into the Carrier Sheet, and scanning in duplex mode. The scanned images will be merged output as one page. You can also merge both front and back side images of a document smaller than A4 size to output a double-page spread image.



- When using a Carrier Sheet, set the size of the scanned document to be output. For more details, refer to "6.9.1 Carrier Sheet" (page 316).
- When a Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one page at one time.

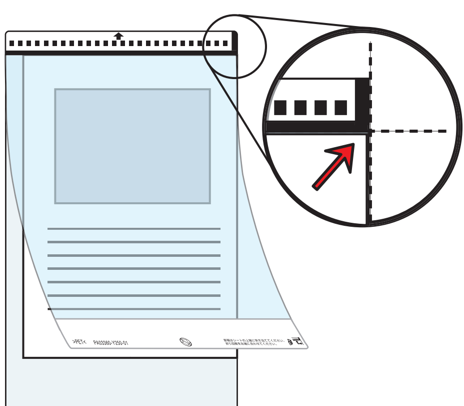
1. Fold the sheet to be scanned in half.

   Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.



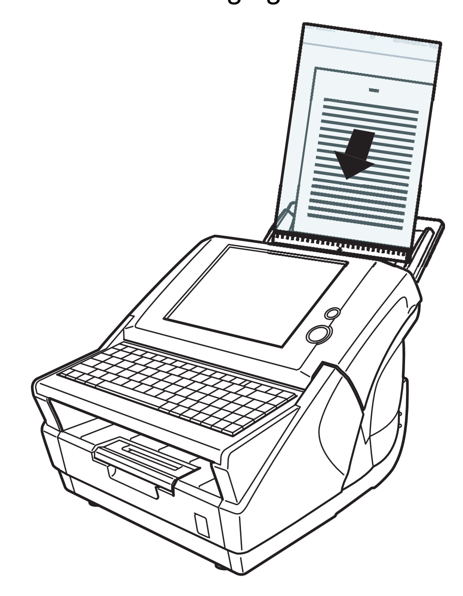
2. Open the Carrier Sheet and insert the document.

   Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.



6

3. Load the Carrier Sheet with the black and white striped section (printed section) facing downwards as shown in the following figure.

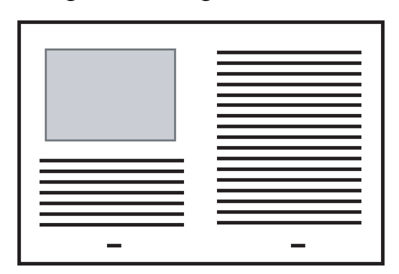


4. Adjust the side guides to the width of the Carrier Sheet.

   Adjust the side guides so that there is no space between the guides and the Carrier Sheet. Space between the guides and Carrier Sheet may cause the Carrier Sheet to become unaligned during scanning, and skew the scanned image.

5. Start the scan.

   ⇨ The front and back side images are merged into a double-page spread image.





There may be a gap between the front and back side images, or a line may appear on the output image.
When a sheet of thick paper is scanned, images on the both right and left side may be skewed to a trapezoidal shape.
The degree of skewing varies depending on the condition of the document (how it is folded or loaded).
Troubleshoot the problem as follows, and the situation may be improved.

- Is the document neatly folded? If not, fold it neatly.
- Is the edge of the document aligned with the edge of the Carrier Sheet? If not, align the document with the Carrier Sheet.
- Try to scan the document with the front side of the Carrier Sheet facing the paper chute or vice verse.

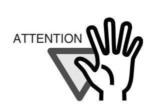
Also, the folded part of the document may be mis-detected, causing unintentional trimming of the scanned image. In this case, the folded edge of the document should be placed 1mm away from the edge of the Carrier Sheet.

6.2 Using LCD Touch Panel Screens: Regular User

6.2.1 Common Buttons and Indicators

After the user logs in, the following buttons and indicators are shown on the LCD touch panel screens.

Icon	Shown in manual as...	Used to ...
	[Up] button, [Down] button	Scroll up or down between items.
O K	[OK] button	Set the contents of the current screen.
Cancel	[Cancel] button	Cancel the contents of the current screen, or return to the previous screen.
Yes	[Yes] button	If the color of the button is yellow, it means that the button is selected.
No	[No] button	If the color of the button is blue, it means that the button is not selected.
Caps Lock	[Caps Lock] indicator	Indicate that the [Caps Lock] key has been set (on the keyboard).
Num Lock	[Num Lock] indicator	Indicate that the [Num Lock] key has been set (on the keyboard).



If the [Logout] button or [Cancel] button is pressed before the [OK] button, the contents of the screen will not be set.

6.2.2 Regular User Settings Overview

Regular users can configure the following settings.

- Login
  Set the scanner to automatically login without displaying the "Login" screen, when the scanner power is switched on or restarted.
  Also, set whether or not to enable login with the guest account.
- Initial Post-Login Menu
  Set whether to display the "Multi-Function Main Menu" or "Job Menu".
  Switch between the "Multi-Function Man Menu" and "Job Menu", or display only the "Job Menu".
- User Roaming Data
  If roaming mode is enabled, a regular user can login on different scanners while retaining their user data.
  The following user data can be used in roaming mode.
  - "My List" e-Mail Address Books
  - Scan Settings
  - Name of the last network printer used
  - Name of the last network folder used

  If the same network printer/folder is not set for each scanner, the name of the latest one used is not shown.
- Job Roaming Info
  Retain job settings managed on the Central Admin Server, when logging in to different scanners.

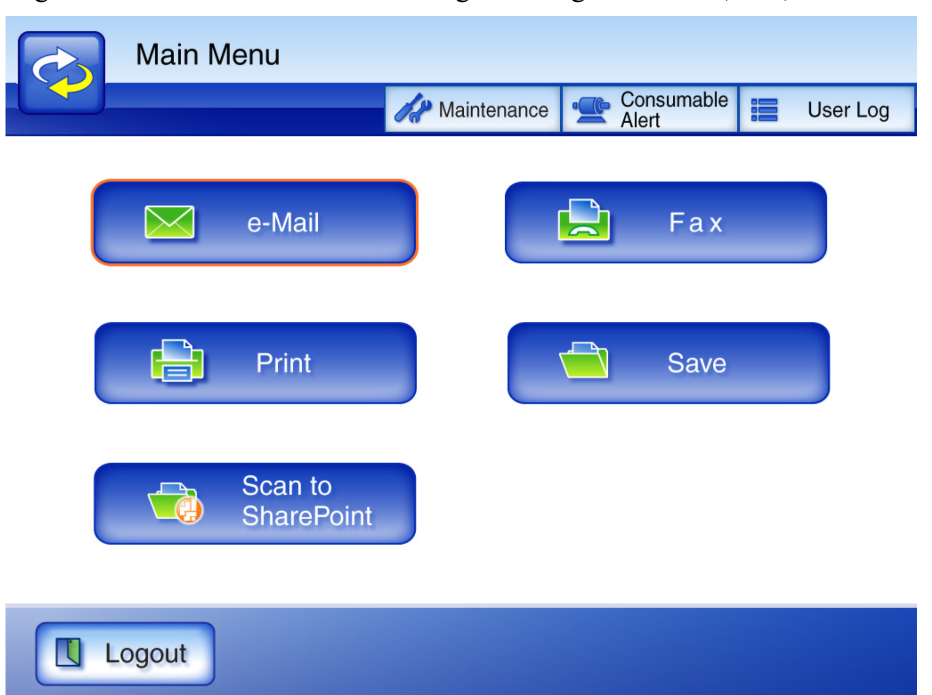


When Roaming Mode or Job Mode is [On], if communication with the Central Admin Server is not possible at login, a confirmation message will appear.
If the [OK] button is selected, the settings saved in the scanner are used.
Selecting the [Cancel] button returns to the login screen.

6

6.2.3 Main Menu Screen

The type of buttons (e-Mail/Fax/Print/Save) displayed on the main menu differs according to the settings of the relevant server.
The following describes the main menu according to settings for e-Mail, Fax, Print and Save.



Icon	Shown in manual as...	Used to ...
	[Menu Mode] button	Switch between the "Multi-Function Main Menu" and the "Job Menu". For details, refer to "6.2.4 Job Menu Screen" (page 252).
Maintenance	[Maintenance] button	Access the "Maintenance" screen. For details, refer to "6.13 Maintenance" (page 356).

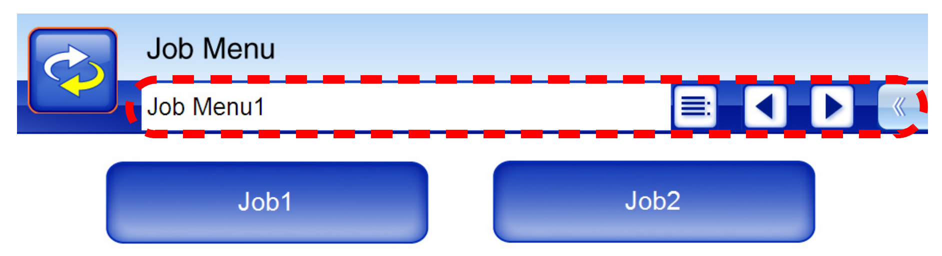
Icon	Shown in manual as...	Used to ...
Consumable Alert	[Consumable Alert] button	Access the "Consumable Alert" screen. A colored alert indicator is used to warn that a "consumable replacement" is pending. Consumable Alert Replacement is not required. Consumable Alert Parts need to be replaced soon. Contact a system administrator. Consumable Alert Parts need to be replaced now. Replace the necessary part. For details, refer to "7.6 Replacing Parts" (page 380).
User Log	[User Log] button	Access the "User Log" screen. For details, refer to "6.12 Checking the User Log" (page 354).
e-Mail	[e-Mail] button	Access the "Send e-Mail" screen. For details, refer to "6.4 Sending the Scanned Data by e-Mail" (page 258).
Fax	[Fax] button	Access the "Send Fax" screen. For details, refer to "6.5 Sending the Scanned Data by Fax" (page 274).
Print	[Print] button	Access the "Print" screen. For details, refer to "6.6 Printing the Scanned Data" (page 283).
Save	[Save] button	Access the "Save" screen. For details, refer to "6.7 Saving the Scanned Data to a Network Folder" (page 296).
Scan to SharePoint	[Scan to SharePoint] button	Access the "Scan to SharePoint" screen. For details, refer to "6.8 Saving the Scanned Data in a SharePoint Folder" (page 301).
Logout	[Logout] button	Logout the current user.

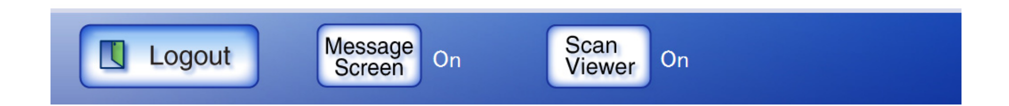
6.2.4 Job Menu Screen

The type of buttons displayed on the job menu differs according to the job settings.
The following describes an example of a job menu according to job settings.



When a regular user belongs to multiple job groups, buttons to switch the job menu name or "Job Menu" screen appear as shown below.

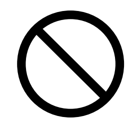




Icon	Shown in manual as...	Used to...
	[Menu Mode] button	Switch between the "Multi-Function Main Menu" and the "Job Menu". For more details refer to, "6.2.3 Main Menu Screen" (page 250)
	[Switch Menu] button	Switch between the following menus. ●The menu containing the [Maintenance], [Consumable Alert], and [User Log] buttons ●The menu containing job menu switch buttons (shown when a regular user belongs to multiple job groups)
Maintenance	[Maintenance] button	Access the "Maintenance" screen. For details, refer to "6.2.3 Main Menu Screen" (page 250).
Consumable Alert	[Consumable Alert] button	Access the "Consumable Alert" screen. For details, refer to "6.2.3 Main Menu Screen" (page 250).
User Log	[User Log] button	Access the "User Log" screen. For details, refer to "6.2.3 Main Menu Screen" (page 250).
Job Menu1	Job menu name field	This field appears only when a regular user belongs to multiple job groups. The currently selected job menu name is shown in this area.
	Job menu switch buttons	These buttons appear only when a regular user belongs to multiple job groups. ●Press to show a list of job groups to which a regular user belongs. When a job menu is selected, the corresponding "Job Menu" screen appears. ●Press to move to the previous "Job Menu" screen. ●Press to move to the next "Job Menu" screen.

Icon	Shown in manual as...	Used to...
Job1	[Job] button	Start the specified job process for each job button. For more details, refer to "6.14 Processing a Job" (page 357).
Logout	[Logout] button	Logout the current user.
Message Screen (When the button is enabled)	[Message Screen] button	Set whether or not to show the "Message Screen". For more details, refer to "6.14.1 Enabling/Disabling the Message Screen" (page 361).
Message Screen (When the button is disabled)	—	It is not possible to select whether or not to show the "Message Screen". Whether or not to show the "Message Screen" depends on the settings configured by the administrator.
Scan Viewer (When the button is enabled)	[Scan Viewer] button	Set whether or not to show the "Scan Viewer". For more details, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346).
Scan Viewer (When the button is disabled)	—	It is not possible to select whether or not to show the "Scan Viewer". Whether or not to show the "Scan Viewer" depends on the settings configured by the administrator.

6.3 Logging in: Regular User Mode



Do not move or shake the scanner when it is turned on.
This can damage the rotating hard disk drive and cause data to be lost.

LDAP authentication for the scanner requires entry of a login name that matches the type of user names saved on the LDAP server.
The following forms of login authentication may be used by the scanner, depending on the LDAP server type and user name format.

- When the "Server Type" of the LDAP server is [Active Directory] or [Active Directory Global Catalog]

User Name Format	Authentication Process
SAM Account Name Does not contain a "@"	Authenticate the user login name (sAMAccountName). Example: user
User Principal Name Contains a "@"	Authenticate the user login name (userPrincipalName). Example: user@example.com



When specifying a SAM account name with a domain name, describe "*domain_name\SAM_account_name*".

- When the "Server Type" of the LDAP server is [Other LDAP Server]

User Name Format	Authentication Process
uid	Authenticate the user login name (uid). Example: user
cn	Authenticate the user login name (cn). Example: user

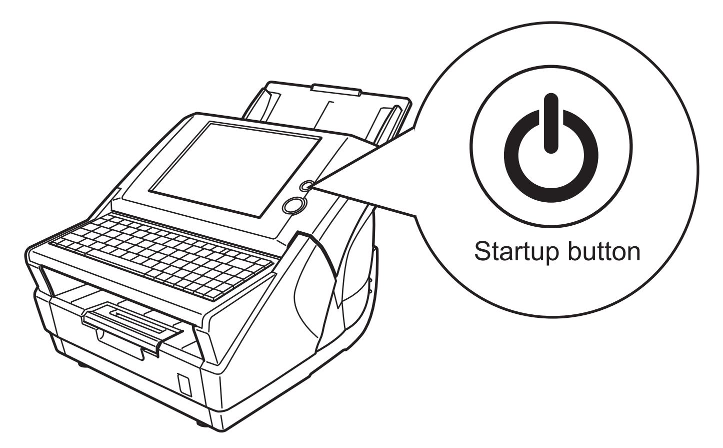
Note that the authenticated user info is also used when saving scans to a network folder.
When the scanner is turned on or restarted, automatic login without displaying the "Login" screen is possible.

Login is not possible if the Active Directory account option is "User must change password at next logon". Contact an administrator to change a password, and then try logging in.



- When using the scanner without an LDAP server, enter the following user name and password. For details about the LDAP server, refer to "LDAP Server" (page 18).
  User Name: guest
  Password: guest
  However, this cannot be used if login with the guest account is disabled.
- For details about automatic login or enabling login with the guest account, refer to "4.6.7 Setting the Login Method" (page 68).
- Only one administrator or user can login to the scanner at any one time.

1. Push the startup button.

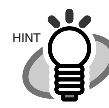


⇨ The "Login" screen appears.

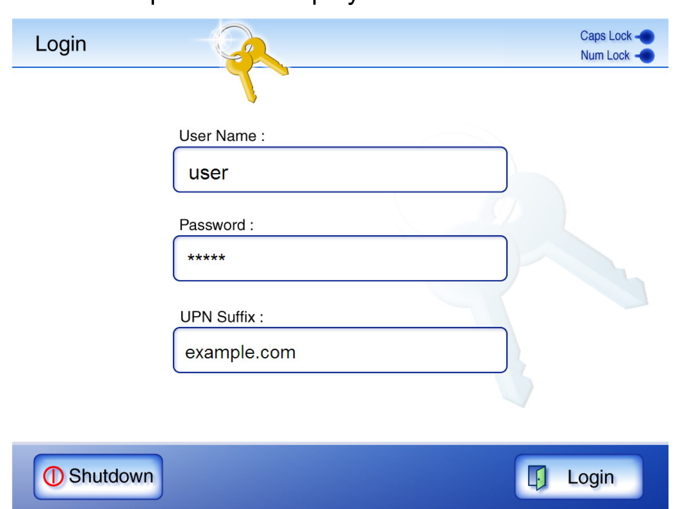
2. Enter a "User Name" and "Password" that has been stored in the LDAP server.



Field Name	Description
User Name	User names may be up to 64 characters long. All alphanumerics (case sensitive) and some symbols are allowed. User names may not start with a "@" or ".". The following symbols cannot be used: / \ [ ] : ; | = , + * ? < > "
Password	Passwords may be up to 256 characters long, and all alphanumerics (case sensitive) and symbols are allowed.



- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
- The "Num Lock" indicator is on if the keyboard's Num Lock is set.
- If "Active Directory Global Catalog" is selected for the login LDAP server, the "UPN Suffix" input field is displayed.



User names including a UPN suffix may be up to 64 characters long.
If a UPN suffix is entered, "@" and the "UPN_suffix" will be appended to the "User_name".
The entered UPN suffix is remembered and used again at the next login.
For example, if the user name is "user", and "example.com" is entered for the UPN suffix, it is corrected to "user@example.com".
In this case, this is the "User Principal Name".
A UPN suffix is not required when logging in as a guest. Even if entered, it will be ignored.

3. Press the [Login] button.

⇨ If the user name and password are valid, the "Main Menu" screen appears.

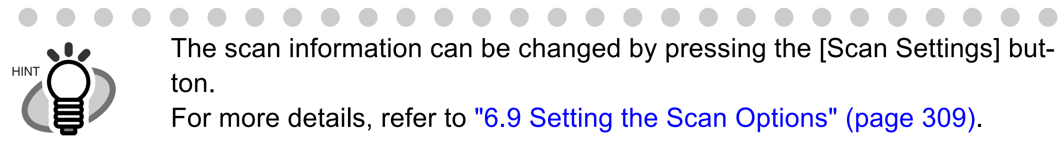
6.4 Sending the Scanned Data by e-Mail



If an LDAP server is set, register the user e-mail address with the LDAP server. If not registered, e-mails cannot be sent.

1. On the "Main Menu" screen, press the [e-Mail] button.

   ⇨ The "Send e-Mail" screen appears.



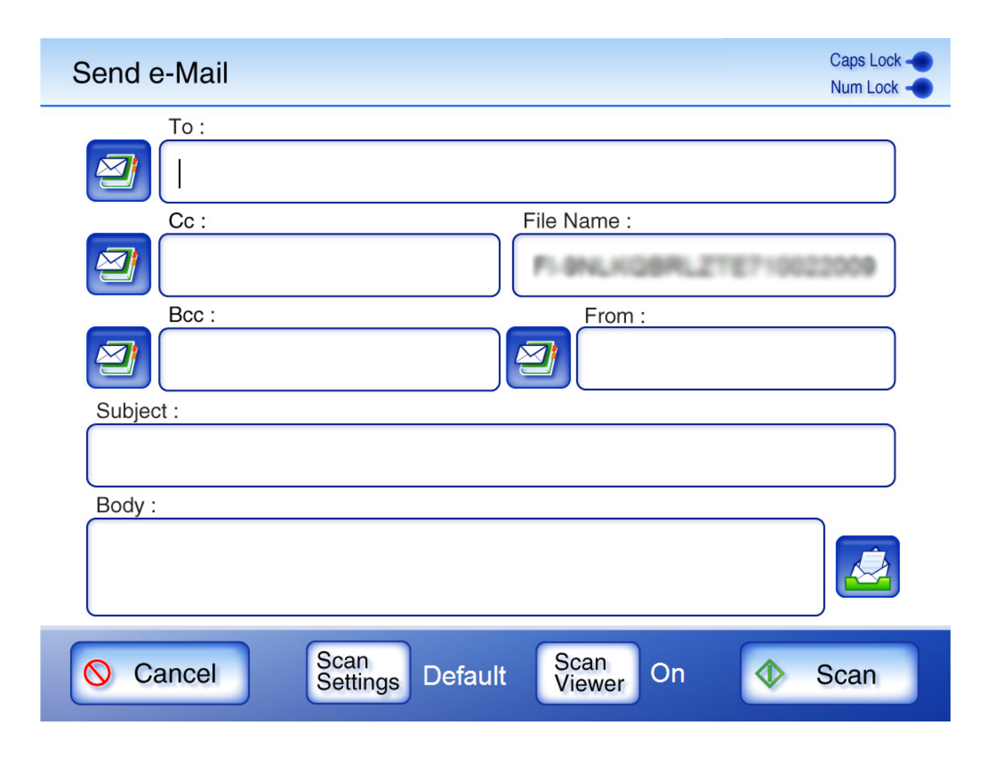
The scan information can be changed by pressing the [Scan Settings] button.
For more details, refer to "6.9 Setting the Scan Options" (page 309).

2. Enter distribution list names or e-mail addresses in "To", "Cc", and "Bcc" fields.

   Enter a distribution list name to send a single e-mail to multiple e-mail addresses contained in the distribution list.
   For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).
   To enter multiple e-mail targets, separate each e-mail target with a ";". A scan can be sent to a maximum of 30 e-mail targets at any one time.



e-Mail addresses can be selected directly from the e-mail address book.
For details, refer to "6.4.1 Selecting an e-Mail Target from the e-Mail Address Book" (page 263).



3. Enter a file name for the scan data into the "File Name:" field.

File names may be up to 128 characters long, excluding the following symbols.
\ / : * ? " < > |
The default value is the file name specified on the administrator "File Names (e-Mail)" screen. For details, refer to "4.6.11 Setting a File Name Format for When Attaching Scanned Data to e-Mail" (page 80).



The following file names cannot be used:

- CON
- PRN
- AUX
- CLOCK$
- NUL
- COM0 to COM9
- LPT0 to LPT9

4. Check that address shown in the "From:" field is correct.

- Direct input for this field is only possible if logged in with the guest account. Enter a "From" e-mail address. For details about the e-mail address settings, refer to "B.1 e-Mail Address Setting Values" (page 432).



e-Mail addresses can be selected directly from the e-mail address book. For details, refer to "6.4.1 Selecting an e-Mail Target from the e-Mail Address Book" (page 263).

- If logged in with an account other than the guest account, the "From" input field is not shown, but the user e-mail address registered with the LDAP server is set for this field.

5. Enter an e-mail title into the "Subject:" field.

The subject may be up to 128 characters long.

6. Enter the e-mail contents into the "Body:" field.

The body may be up to 512 characters long, including line feeds.

7. Select whether or not to request a return receipt.

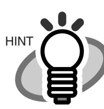
If  is pressed and becomes , a return receipt will be requested.

8. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Send] button.

⇨ Scanning starts.

Each page is briefly shown on the screen as it is scanned.
The maximum number of pages that can be scanned is 999.
When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
When the scan has completed, the "Scan Viewer" screen opens.
For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).



- [Scan Viewer] is initially "On".
- When the [Scan&Send] button is pressed (when [Scan Viewer] is "Off"), after the last page has been displayed on the "Scanning" screen, the scan data is attached to an e-mail and sent, and the LCD touch panel screen returns to the "Main Menu".
  For more details, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346)

9. Check the scanned data.

   For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

10. On the "Scan Viewer" screen, press the [Send] button.

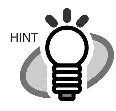
   ⇨ The scanned data is sent with the specified file as an e-mail attachment.
   If "Split Mails" is set to "On", split e-mails will be sent.
   If the number of e-mail addresses exceeds the specified maximum number, a warning message will appear.



Mailing scan data to cdef@example.com

   ⇨ The "Main Menu" screen is shown again.

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- The following items are set by the administrator in advance.
  - The maximum number of e-mail addresses to be specified in the "To" field
  - Whether to split an e-mail to be sent, and the maximum size of a split e-mail
  - The maximum size of an attached file

  To change these settings, contact the administrator. For more details about these settings, refer to "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122).
- For photos and images, a high compression level can be used to create a smaller file. For more details, refer to "6.9.9 Compression" (page 331).
- If the file format is JPEG or TIFF, a file will be attached for each page in the scan.
  - If the number of pages is over ten and the [Scan Viewer] is On, a confirmation dialog will appear after the "Send e-Mail" screen [Send] button is pressed.
  - If the number of pages is over ten and the [Scan Viewer] is Off, a confirmation dialog will appear after the "Send e-Mail" screen [Scan&Send] button is pressed.
- If the e-mail fails to send, an error message with the following title is sent by e-mail from the scanner to the "From" address.

  Network Scanner (*XXXX*) Error

6.4.1 Selecting an e-Mail Target from the e-Mail Address Book

The following explains how to select e-mail addresses by using an e-mail address book, not by directly entering an e-mail address with a keyboard as described in Step 2 and Step 4 of "6.4 Sending the Scanned Data by e-Mail" (page 258).
The e-mail address book contains "My List" and "LDAP List" sections. Operations other than search operations for both sections are the same. The search method for "My List" is Anywhere. For "LDAP List" searches, choose from Head, Anywhere, and Tail search methods.

- "My List" is an e-mail address book that can be created by each user.
- "LDAP list" is an e-mail address book which uses data stored on the LDAP server. The LDAP list cannot be edited.
  In the following cases, the [LDAP List] tab is not shown, therefore cannot be used.
  - If an LDAP server is not used
  - If logged in with the guest account

The following e-mail targets can be selected from the e-mail address book.

e-Mail Target	Icon Shown in the e-Mail Address Book	My List	LDAP List
Distribution List		A	— (*)
e-Mail Address		A	A

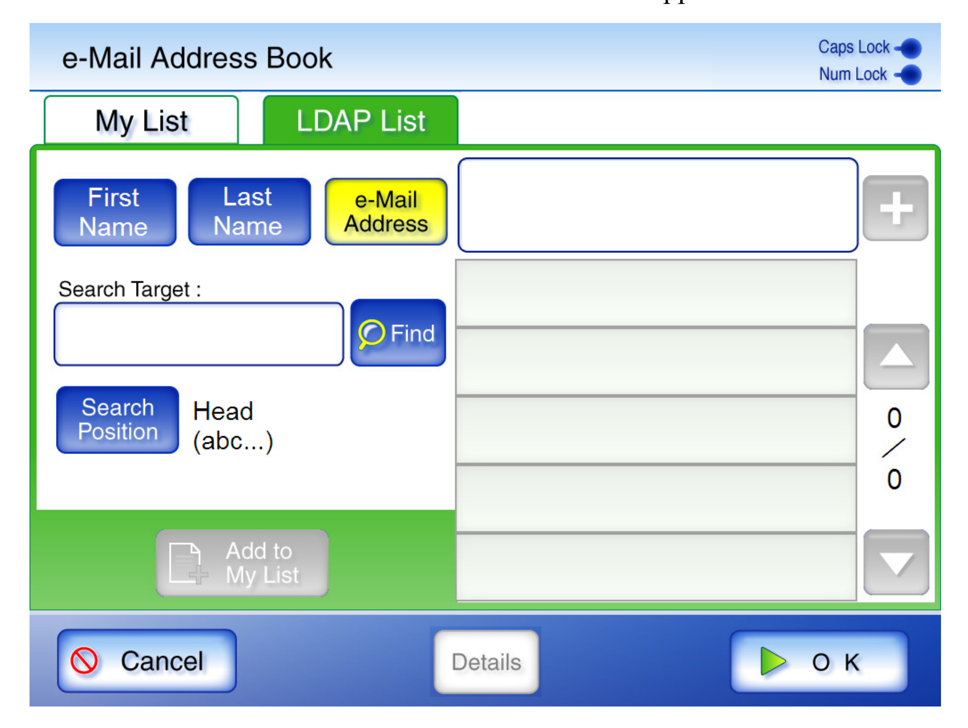
A: available —: not available
(*): Not shown in the LDAP list.

The following explains how to select an e-mail address using the "LDAP List".

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1. On the "Send e-Mail" screen, press the  button to the right of the e-mail address field.

➪ The "e-Mail Address Book" screen for the LDAP list appears.



2. Select the search parameter.

   The search parameters and button names shown on the left and middle buttons can be customized. For details about customizing the search parameters and the button names, refer to "4.7.10 Setting the LDAP Search Parameters" (page 117).

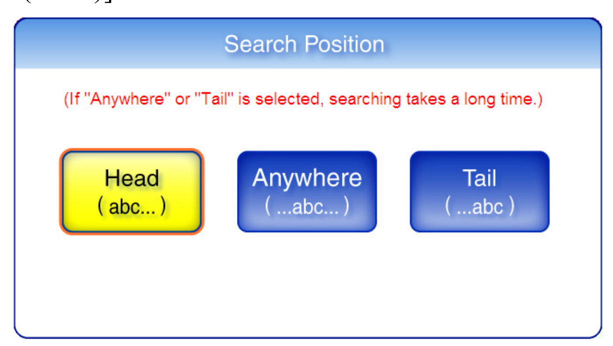
   Pressing the left or middle button displays the search results according to the search parameter shown on the button, in alphabetical order. If multiple items are selected, data containing any of the search words are searched as "OR Search".

   Pressing the [e-Mail Address] button displays the search results by e-mail address, in alphabetical order.

3. Press the [Search Position] button.

   ➪ The "Search Position" screen appears.

4. Select a search position setting.
   By default, [Head (abc...)] is set.



Search Position	Search Method	Example Target	Search Result
Head (abc...)	The LDAP e-mail address book is searched for entries which start with the character string entered in Step 5.	abc	abc, abc1, abcd, ...
Anywhere (...abc...)	The LDAP e-mail address book is searched for entries which include the character string entered in Step 5.	abc	abc, abc1, xabc, xabcy, ...
Tail (...abc)	The LDAP e-mail address book is searched for entries which end with the character string entered in Step 5.	abc	abc, 1abc, xabc, ...



When the LDAP server contains several tens of thousands of entries, "Anywhere" and "Tail" searches can take a long time.

⇨ The screen returns to the "e-Mail Address Book" LDAP list. The selected position is displayed to the right of the [Search Position] button.

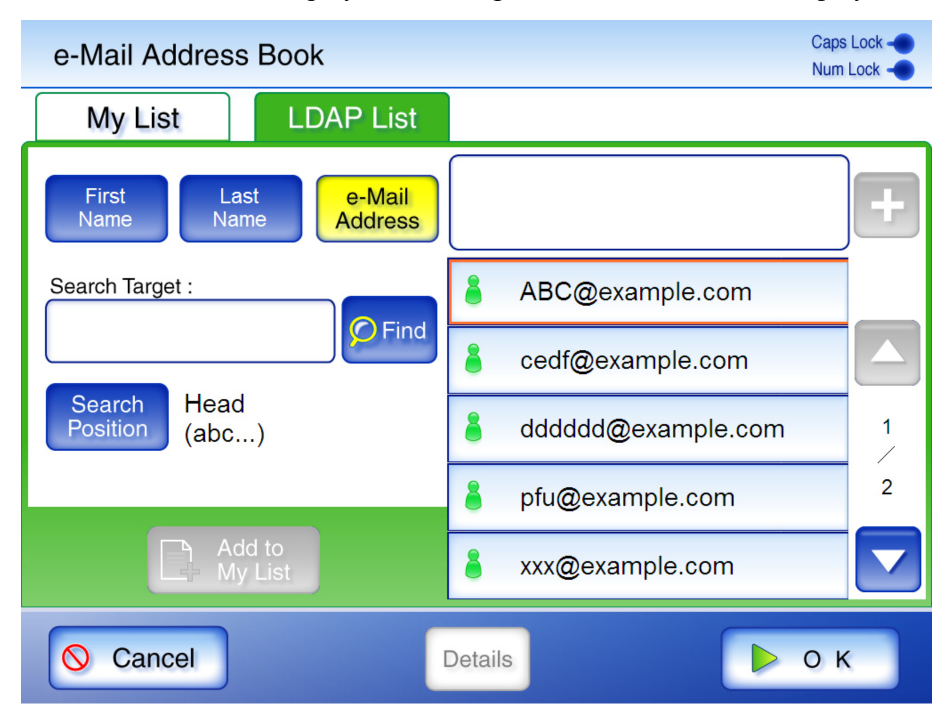
5. Enter a search string.

Contacts can be searched for individually, or all at the same time. Search strings may be up to 256 characters long.

Wild card characters cannot be used. The actual characters * ? [ ] will be searched for.

6. Press the [Find] button.

⇨ The search results are displayed on the right side. Five results are displayed at a time.





- The number of LDAP search results displayed can be specified. LDAP server settings can be changed by the administrator.
  For details, refer to "4.7.8 Setting the Login LDAP Server" (page 105).
- If items are missing for search results according to the display format of the search results, "----" is shown instead.
  For example, if the display format is "LastName FirstName", and the user "LastName: Fujitsu, FirstName: None" is registered on the LDAP server, the search result is displayed as follows.
  Search result display format: Fujitsu ----
- Search methods differ for the My List and LDAP List. Therefore, search results differ according to the list selected.

Search Character	My List	LDAP List
Case	Insensitive	Insensitive
Diacritical/Accent marks	Sensitive	Insensitive

7. Select the desired e-mail target from the search results.



- Selecting an e-mail address and pressing the [+] button, can be used to add a selected e-mail address to an e-mail. To add multiple e-mail addresses, simply select another e-mail address and press the [+] button.
- Selecting an e-mail address and pressing the [Add to My List] button, adds the selected e-mail address to the "My List" e-mail address book.
- Selecting an e-mail address and pressing the [Details] button, allows you to check information for the selected e-mail contact.



8. Press the [OK] button.

⇨ The address is added to the field in the "Send e-Mail" screen.

When multiple e-mail addresses are entered using the e-mail address book, a ";" is automatically entered in between each address.

Up to 30 e-mail addresses can be entered at one time.

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6.4.2 Adding an e-Mail Target to the e-Mail Address Book

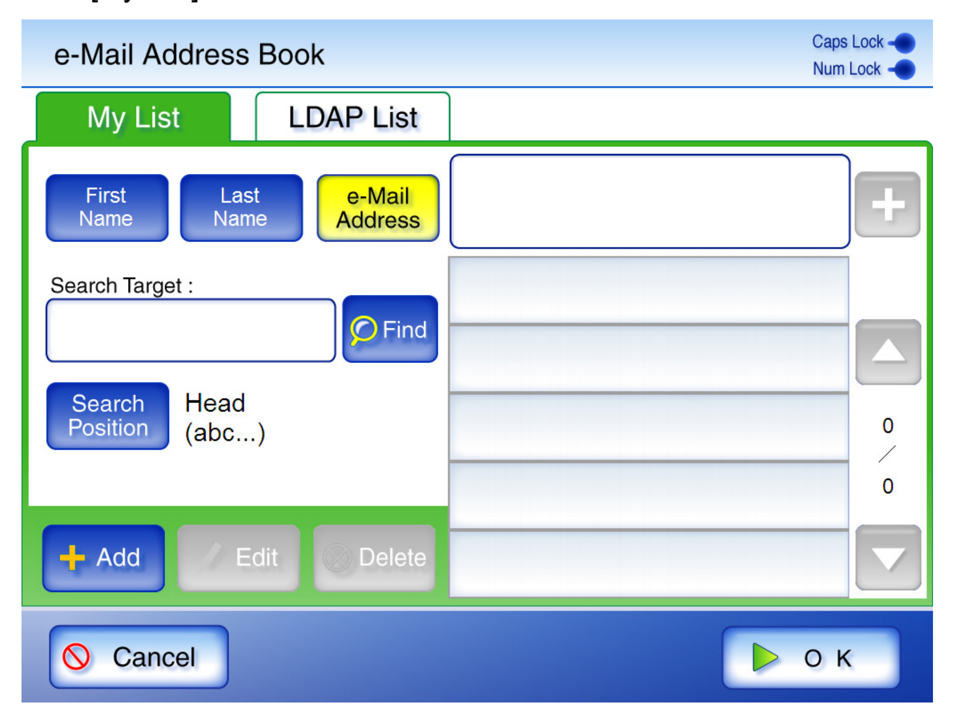
The following explains how to add an e-mail address or a distribution list to your My List. e-Mail targets cannot be added to the LDAP list.
The maximum number of e-mail targets that can be stored in the e-mail address book is as follows.

- Total of 5,000 e-mail targets which include distribution lists and/or e-mail addresses
- Total of 10,000 e-mail addresses

1. Open the "e-Mail Address Book" screen in either of the following ways.

   - On the "Send e-Mail" screen, press to the right of an e-mail address field.
   - On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to "6.13 Maintenance" (page 356).

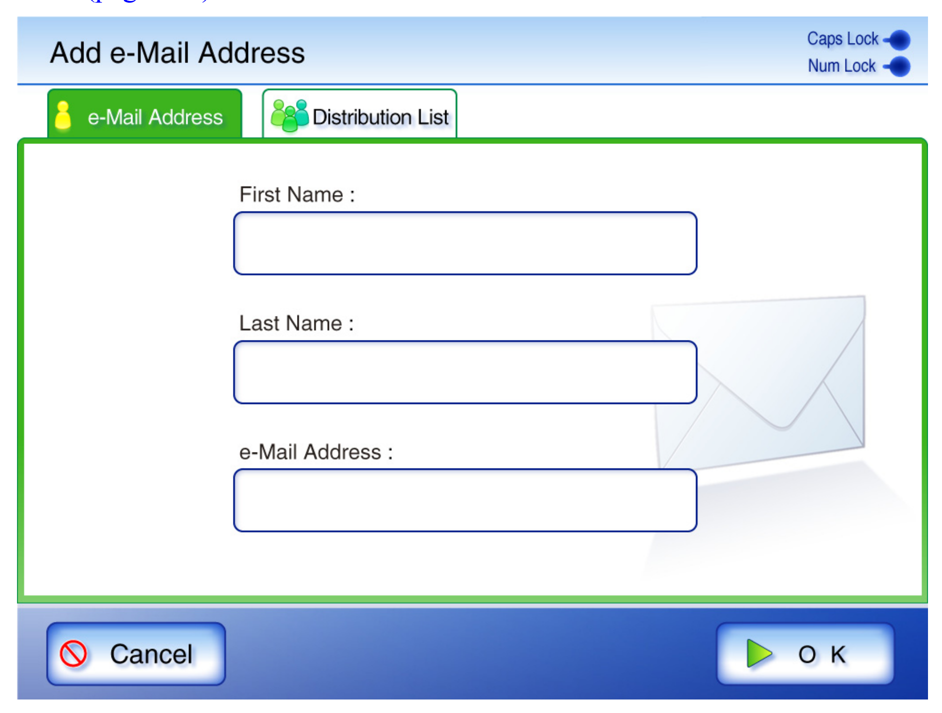
2. Select the [My List] tab.



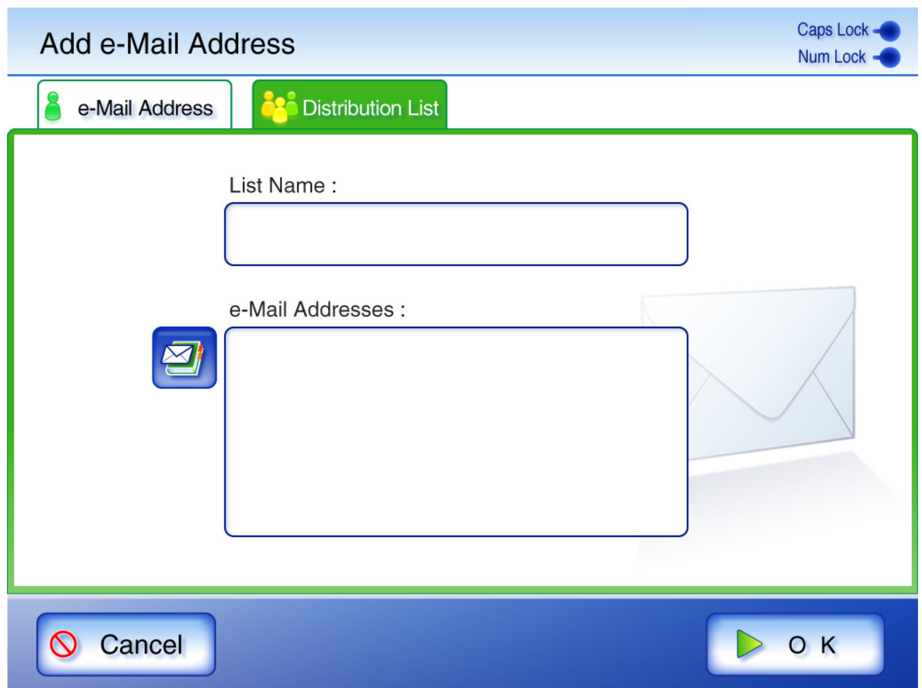
3. Press the [Add] button.
   ⇨ The "Add e-Mail Address" screen appears.

4. Enter the details of the e-mail target being added.

- For e-mail addresses
  On the [e-Mail Address] tab, enter the "First Name", "Last Name", and "e-Mail Address".
  Up to 64 characters can be specified for "First Name" and "Last Name". "First Name" and "Last Name" can be skipped.
  For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).



- For distribution lists
  On the [Distribution List] tab, enter the "List Name" and "e-Mail Addresses" to be added to the distribution list.
  Up to 64 characters can be specified for "List Name". The following symbols cannot be used.
  ; @
  For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).
  A distribution list can contain up to 100 e-mail addresses. Multiple addresses must be separated using semi-colons (";").
  e-Mail addresses can be selected from the e-mail address book, which can be accessed by pressing  .



5. Press the [OK] button.
   ⇨ The e-mail address or distribution list is added to your My List address book.

6.4.3 Editing an e-Mail Target in the e-Mail Address Book

The following explains how to edit an e-mail address or distribution list stored in your My List. e-Mail targets stored in the LDAP list cannot be edited.

1. Open the "e-Mail Address Book" screen in either of the following ways.

   - On the "Send e-Mail" screen, press [icon] to the right of an e-mail address field.
   - On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to "6.13 Maintenance" (page 356).

2. Select the [My List] tab.

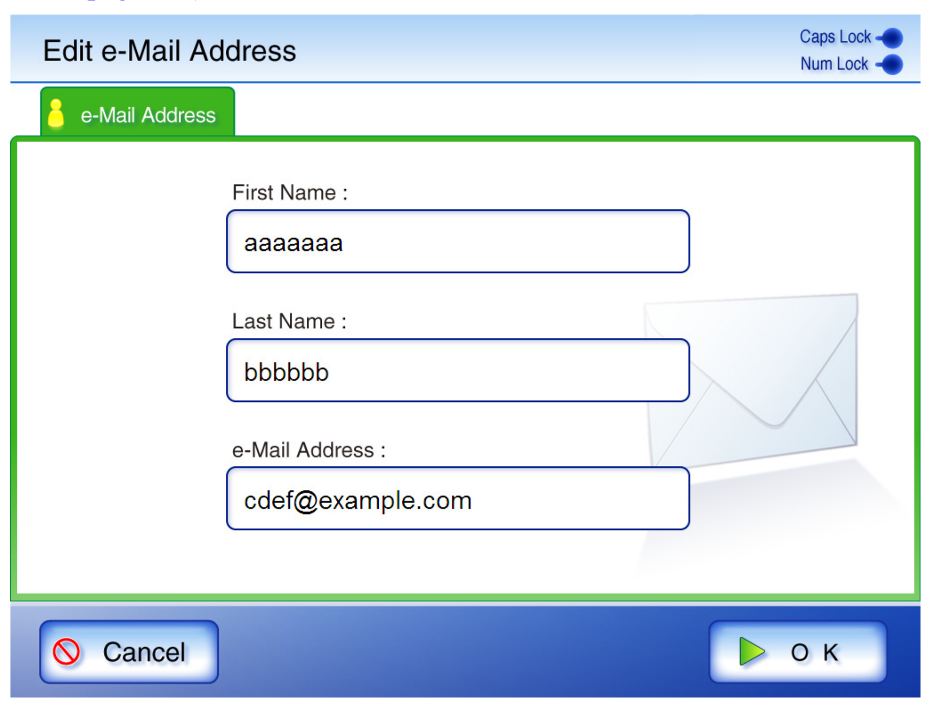
3. Select the e-mail address or distribution list to be edited.

4. Press the [Edit] button.

   ⇨ The "Edit e-Mail Address" screen appears.

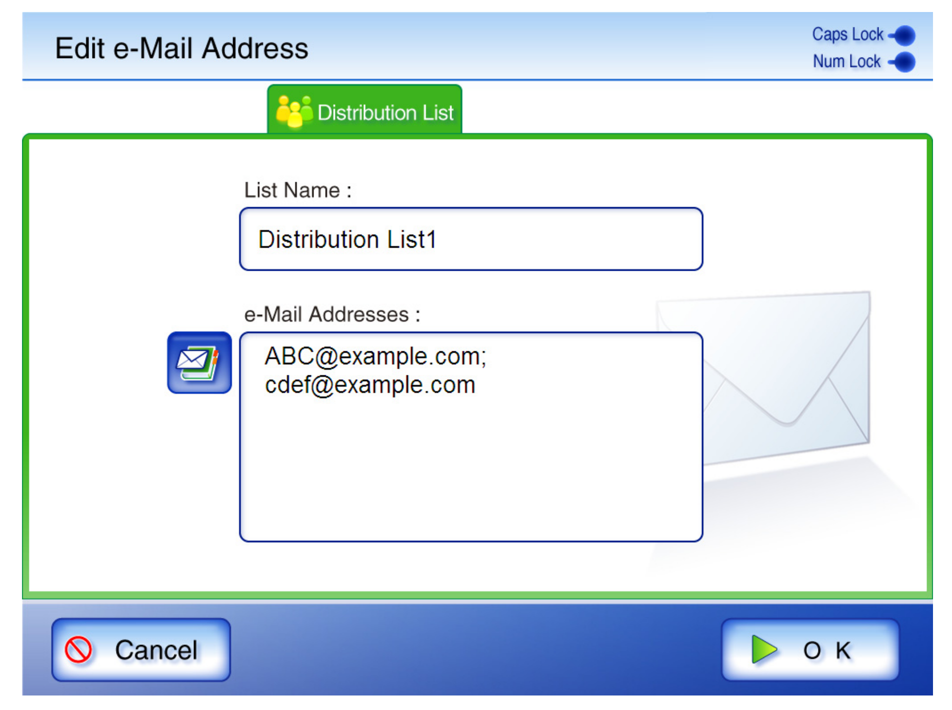
5. Edit the details of the selected e-mail target.

   - For e-mail addresses
     Edit the "First Name", "Last Name", and "e-Mail Address".
     Up to 64 characters can be specified for "First Name" and "Last Name". "First Name" and "Last Name" can be skipped.
     For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).



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- For distribution lists
  Edit the "List Name" and "e-Mail Addresses" contained in the distribution list.
  Up to 64 characters can be specified for "List Name". The following symbols cannot be used.
  ; @
  For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).
  A distribution list can contain up to 100 e-mail addresses. Multiple addresses must be separated using semi-colons (";").
  e-Mail addresses can be selected from the e-mail address book, which can be accessed by pressing  .

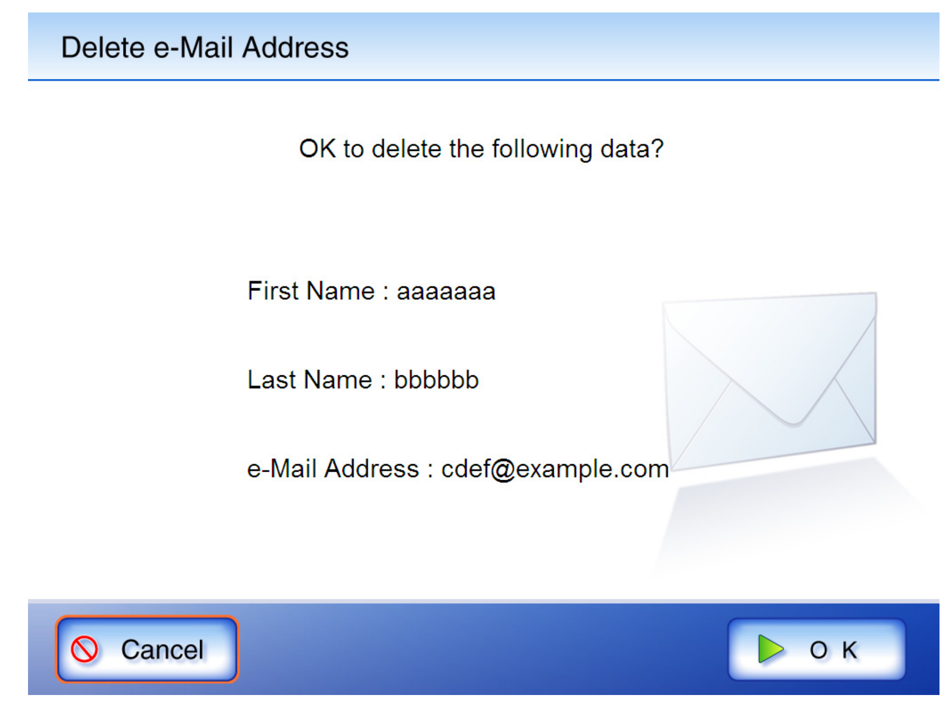


6. Press the [OK] button.
   ⇨ The edited e-mail address is saved in your My List address book.

6.4.4 Deleting an e-Mail Target from the e-Mail Address Book

The following explains how to delete an e-mail address or a distribution list from your My List. e-Mail targets cannot be deleted from the LDAP list.

1. Open the "e-Mail Address Book" screen in either of the following ways.
   - On the "Send e-Mail" screen, press [icon] to the right of an e-mail address field.
   - On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to "6.13 Maintenance" (page 356).
2. Select the [My List] tab.
3. Select the e-mail address or distribution list to be deleted.
4. Press the [Delete] button.
   ⇨ The "Delete e-Mail Address" screen appears.
   The following is an example screen which is shown when an e-mail address is deleted.
5. Check the correct e-mail target has been set for deletion and press the [OK] button.

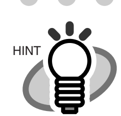


⇨ The e-mail target is deleted from the e-mail address book.

6.5 Sending the Scanned Data by Fax

1. On the "Main Menu" screen, press the [Fax] button.

   ➪ The "Send Fax" screen appears.



The scan information can be changed by pressing the [Scan Settings] button.
For more details, refer to "6.9 Setting the Scan Options" (page 309).

2. Enter a fax number into the "Recipient Fax No." field.

   Recipient fax numbers may be up to 64 digits long.
   Numbers and the following symbols can also be used.
   -*#



Recipient fax numbers can be selected directly from the fax number list.
For details, refer to "6.5.1 Selecting a Fax Number from the Fax Number List" (page 276).



3. In the "Notification To (Sender's e-Mail Address)" field, enter an e-mail address for Send Fax result alert e-mails.

   For more details about e-mail address setting values, refer to "B.1 e-Mail Address Setting Values" (page 432).

4. Press the [Scan&Send] button.

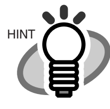
When [Scan Viewer] is On, this will be a [Scan] button.

⇨ Scanning starts.

After the last page is displayed on the "Scanning" screen, the scan data is sent by fax, and the LCD touch panel screen returns to the "Main Menu".



Faxing scan data to 123456789



- [Scan Viewer] is initially "Off".
- When the [Scan] button is pressed (when [Scan Viewer] is "On"), each page is briefly shown on the screen as it is scanned.
  The maximum number of pages that can be scanned is 999.
  When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
  Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
  When the scan has completed, the "Scan Viewer" screen opens.
  For more details about the "Scan Viewer" screen, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346)" and "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).
- A delivery report message with the following title is sent by e-mail from the scanner to the "Notification To (Sender's e-Mail Address)" address.
  Network Scanner (*XXXX*) Error

6.5.1 Selecting a Fax Number from the Fax Number List

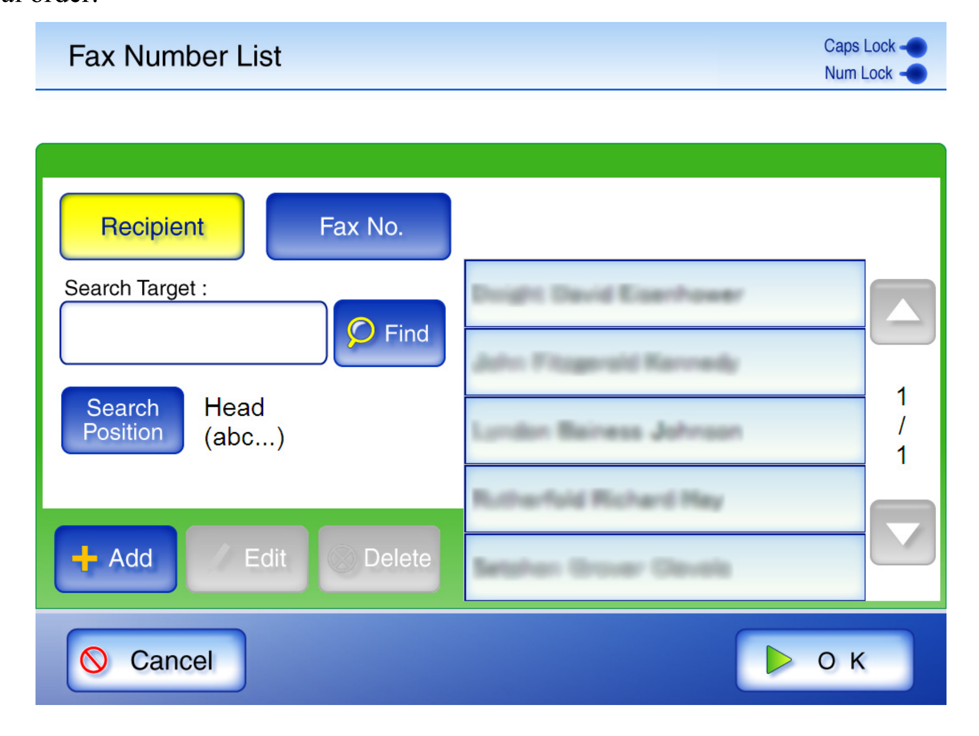
As mentioned in Step 2 of "6.5 Sending the Scanned Data by Fax" (page 274), instead of entering a fax number with keyboard, fax numbers may be directly selected from a fax number list.

1. On the "Send Fax" window, press  .

   ➪ The "Fax Number List" screen appears.

2. Select the search parameter.

   Pressing the [Fax No.] button displays the search results by fax numbers, in number order.
   Pressing the [Recipient] button displays the search results by recipient names, in alphabetical order.



3. Press the [Search Position] button.

   ➪ The "Search Position" screen appears.

4. Select a search position setting.
   By default, [Head (abc...)] is set.



Search Position	Search Method	Example Target	Search Result
Head (abc...)	The LDAP fax number list is searched for entries which start with the character string entered in Step 5.	abc	abc, abc1, abcd, ...
Anywhere (...abc...)	The LDAP fax number list is searched for entries which include the character string entered in Step 5.	abc	abc, abc1, xabc, xabcy, ...
Tail (...abc)	The LDAP fax number list is searched for entries which end with the character string entered in Step 5.	abc	abc, 1abc, xabc, ...

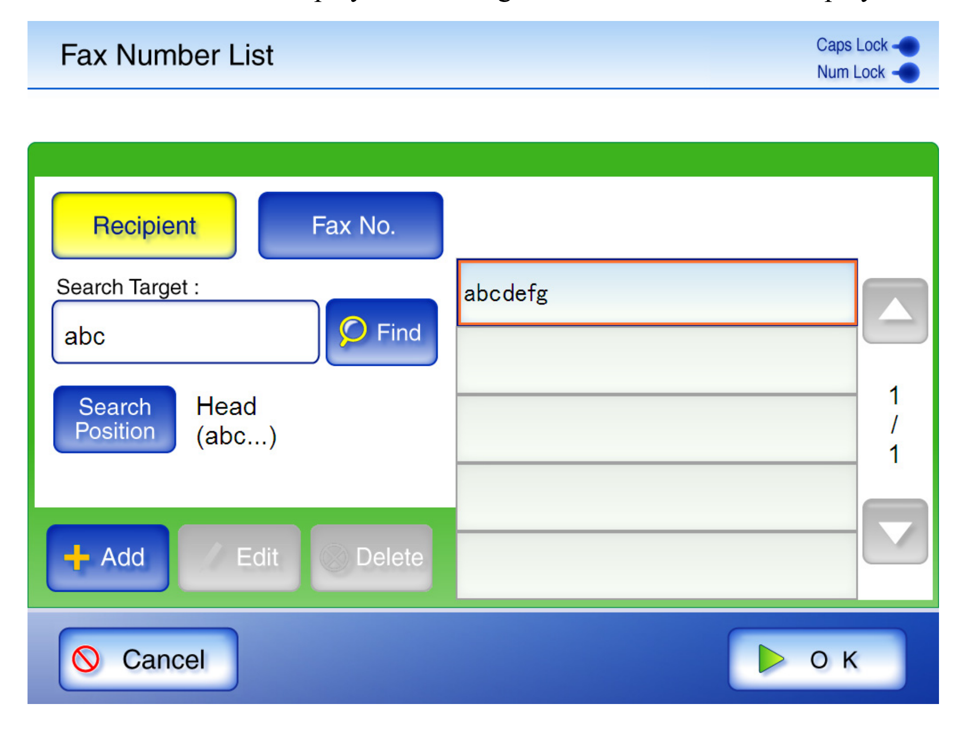
⇨ The screen returns to the "Fax Number List". The selected position is displayed to the right of the [Search Position] button.

5. Enter a search string.
   Contacts can be searched for individually, or all at the same time. A search string may be up to 64 characters long. Wild card characters cannot be used (the actual characters * ? [ ] will be searched for).

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6. Press the [Find] button.

⇨ The search results are displayed on the right side. Five results are displayed at a time.



7. Select a fax number.

8. Press the [OK] button.

⇨ The fax number is added to the field in the "Send Fax" screen.

Only one fax number can be entered at a time.

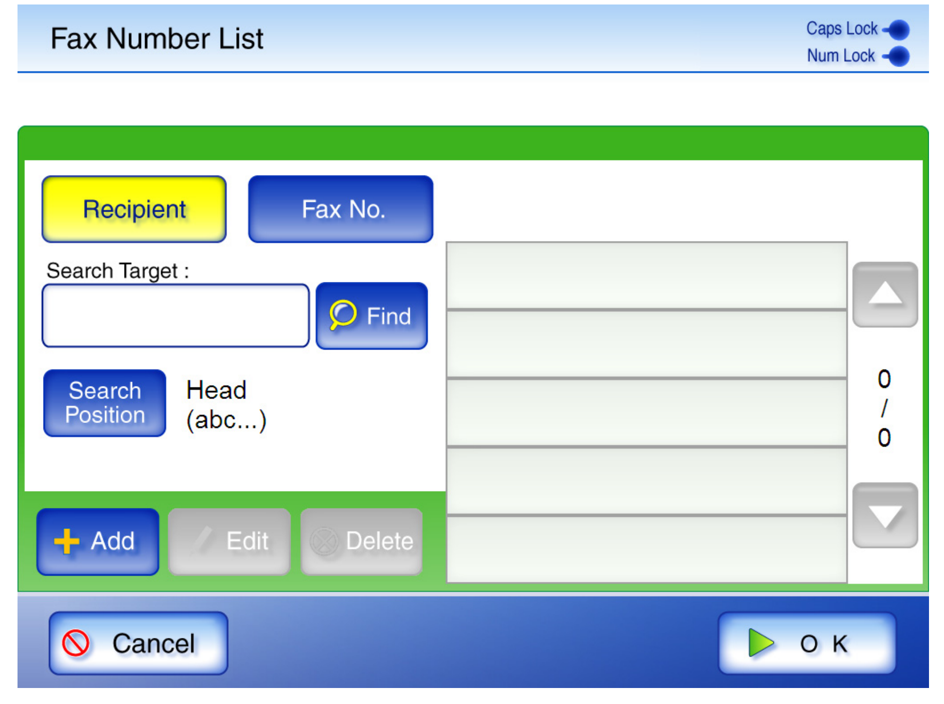
6.5.2 Adding a Contact to the Fax Number List

A maximum of 1,000 contacts can be stored in the fax number list.
Fax contact numbers added to the list are accessible to all users.

1. Open the "Fax Number List" screen in either of the following ways.

- On the "Send Fax" screen, press  .
- On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.13 Maintenance" (page 356).

2. Press the [Add] button.



⇨ The "Add Fax Number" screen appears.

3. Enter the fax contact details.

Recipients may be up to 64 characters long.

Fax numbers may be up to 64 digits long. Numbers and the following symbols can also be used.

-*#

Add Fax Number

Caps Lock

Num Lock

Recipient :

Fax No. :

Cancel

O K

4. Press the [OK] button.

⇨ The contact is added to the fax number list.

6.5.3 Editing a Contact in the Fax Number List

Fax contact numbers edited in the list are accessible to all users.

1. Open the "Fax Number List" screen in either of the following ways.

   - On the "Send Fax" screen, press  .
   - On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.13 Maintenance" (page 356).

2. Select the fax contact that is to be edited.

3. Press the [Edit] button.
   ⇨ The "Edit Fax Number" screen appears.

4. Edit the contact information.
   Recipients may be up to 64 characters long.
   Fax numbers may be up to 64 digits long. Numbers and the following symbols can also be used.
   -*#



5. Press the [OK] button.
   ⇨ The edited fax number list contact is saved.

6.5.4 Deleting a Contact from the Fax Number List

Fax contact numbers deleted from the list are no longer accessible to any user.

1. Open the "Fax Number List" screen in either of the following ways.

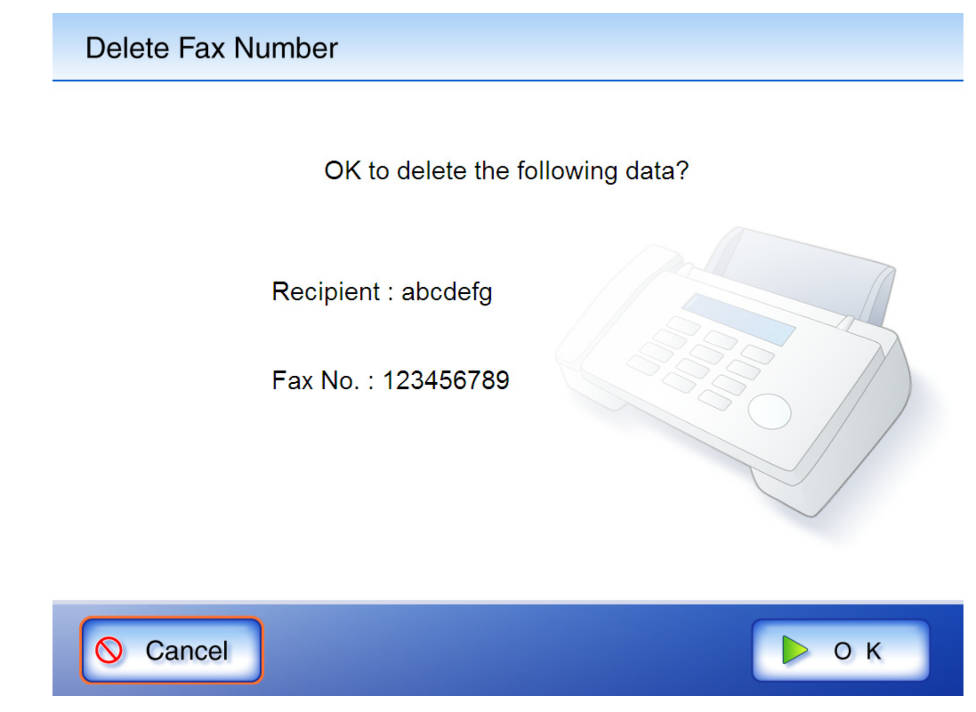
   - On the "Send Fax" screen, press  .
   - On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.13 Maintenance" (page 356).

2. Select the fax contact that is to be deleted.

3. Press the [Delete] button.

   ⇨ The "Delete Fax Number" confirmation screen appears.

4. Check the contact that is set to be deleted is the correct one and press the [OK] button.

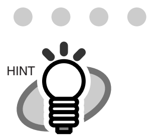


   ⇨ The contact is deleted from the fax number list.

6.6 Printing the Scanned Data

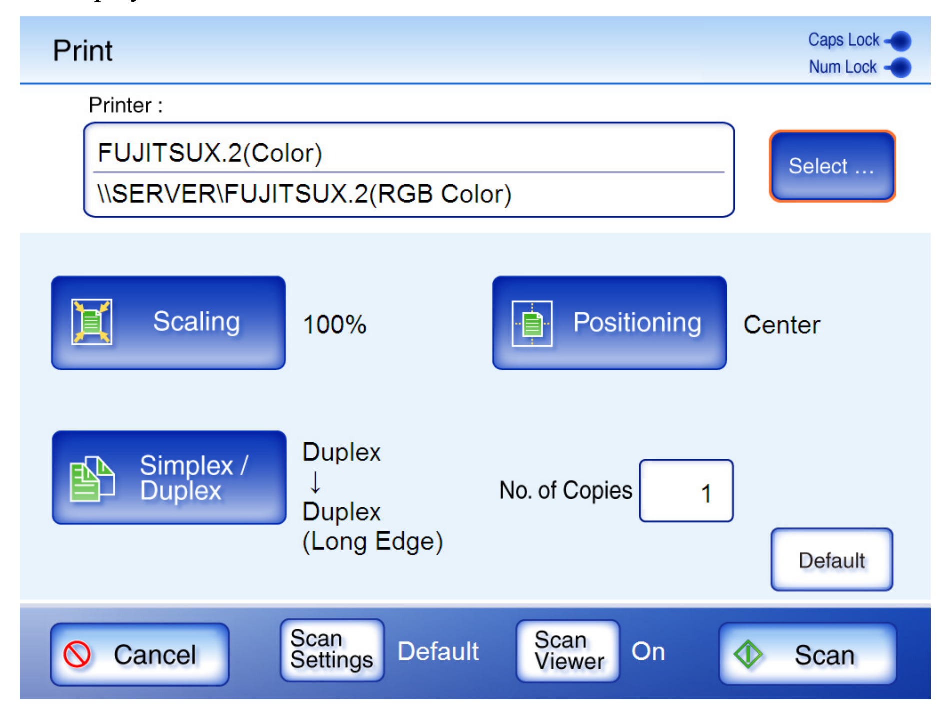
1. On the "Main Menu" screen, press the [Print] button.

   ➪ The "Print" screen appears.
   Network printer preferences are saved for each user, and will be shown each time that user logs in.



The scan information can be changed by pressing the [Scan Settings] button.
For more details, refer to "6.9 Setting the Scan Options" (page 309).

2. To change the printer, press the [Select] button.
   At the first login, the network printer registered by the administrator in "Printer" is displayed. After the first login, each time a user logs in, the name of the last network printer used is displayed.

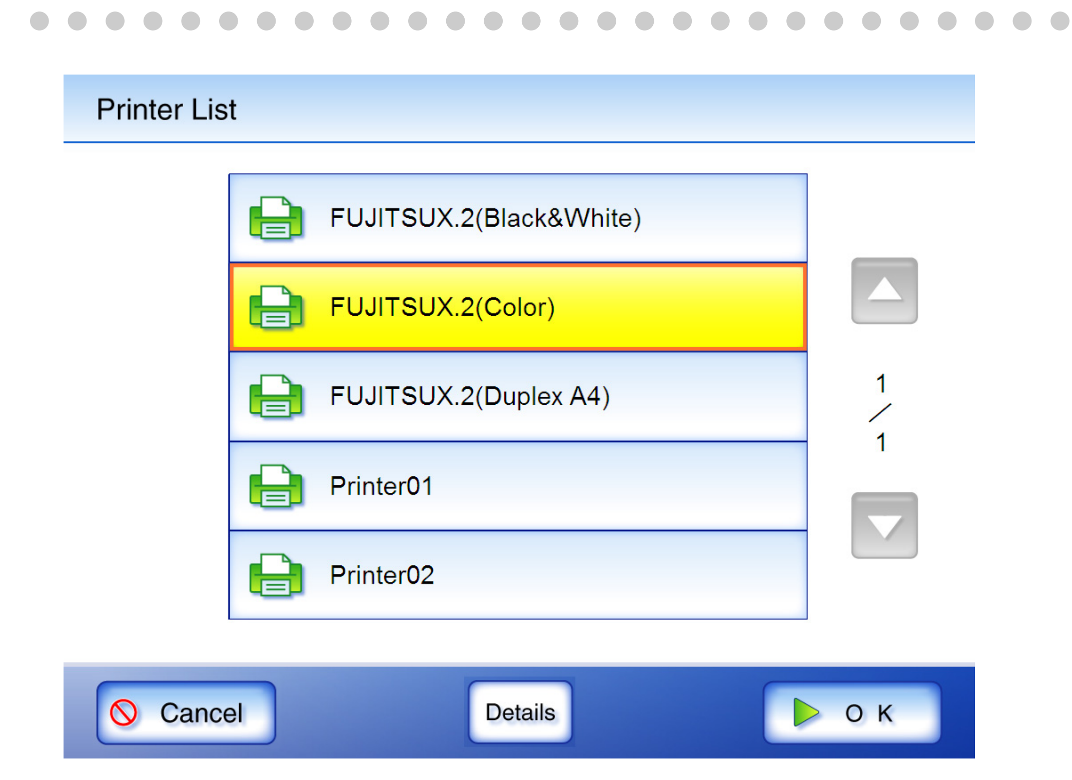


   ➪ The "Printer List" screen appears.

3. Select a printer.



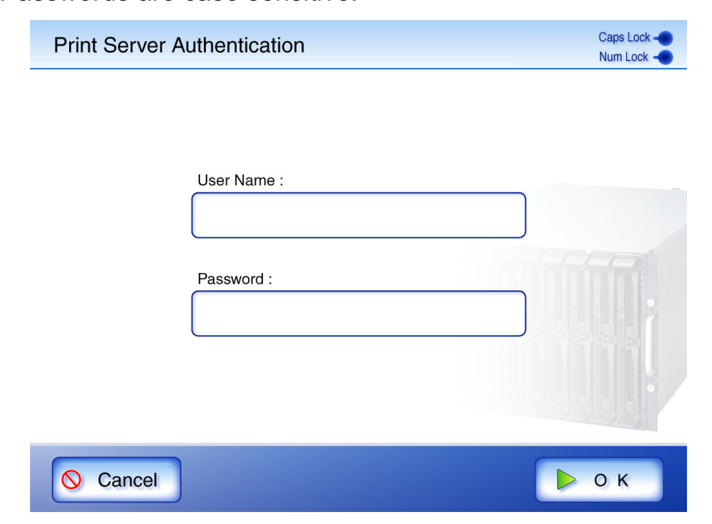
- Pressing the [Details] button on the "Printer List" screen displays information about the selected network printer. If a printer name is too long for one line, it will wrap onto the next line. Any hidden parts of the name may be revealed by finger dragging and scrolling.
- Only the administrator may add printers to the list, or edit the details of printers already on the list. For more details about adding printers, refer to "4.7.13 Setting the Network Printers" (page 125).



4. Press the [OK] button.
   ⇨ This returns you to the "Print" screen.



- User authentication may sometimes be required to access a network printer. When the authentication is required, the "Print Server Authentication" screen appears. The authentication procedure follows.
  1. Enter a "User Name" and "Password" for the printer. Passwords are case sensitive.



  2. Press the [OK] button.
- Current user printing privileges for the specified printer are checked before printing. When printing privileges are being checked, data may be spooled temporarily.

5. Make any required print setting changes.
   [Scaling], [Positioning], and [Simplex/Duplex] settings can be changed. For more details refer to "6.6.1 Scaling" (page 288), "6.6.2 Positioning" (page 293), and "6.6.3 Simplex/ Duplex" (page 295).
   To return to the print setting to the factory settings, press the [Default] button.
   According to the printer, settings from the printers properties screen may be used instead.

6. Enter a number in "No. of Copies" field.
   The default number is 1. Numbers from 1 to 99 can be used.
   According to the printer, settings from the printers properties screen may be used instead.

7. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Print] button.

⇨ Scanning starts.

Each page is briefly shown on the screen as it is scanned.
The maximum number of pages that can be scanned is 100.
When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
When the scan has completed, the "Scan Viewer" screen opens.
For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).



- [Scan Viewer] is initially "On".
- When the [Scan&Print] button is pressed (when [Scan Viewer] is "Off"), after the last page is displayed on the "Scanning" screen, the scan data is printed, and the LCD touch panel screen returns to the "Main Menu". For details, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346).
- Current user printing privileges for the specified printer are checked before printing. When printing privileges are being checked, data may be spooled temporarily.

8. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

9. On the "Scan Viewer" screen, press the [Print] button.

   ⇨ The scanned data is printed.

   The document name for the scanned data to be printed is the name of the scanner.



Printing scan data on FUJITSUX.2(Color)



The printing status is displayed in the user log until printing has finished. The network printer printing result is not displayed. For more details about the user log, refer to "6.12 Checking the User Log" (page 354).



If the printing fails, an error message with the following title is sent by e-mail from the scanner, to the e-mail address registered in the LDAP server for the currently logged-in user.

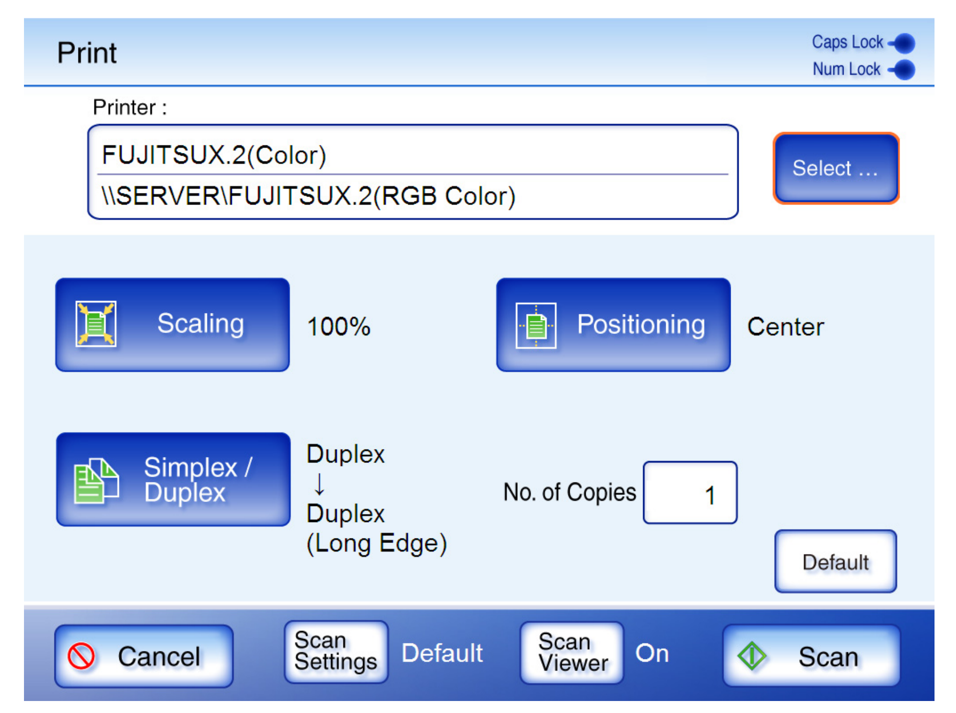
Network Scanner (*XXXX*) Error

6

6.6.1 Scaling

Set the print size for the scanned data.
The setting selected here will be used every time the user prints a document.

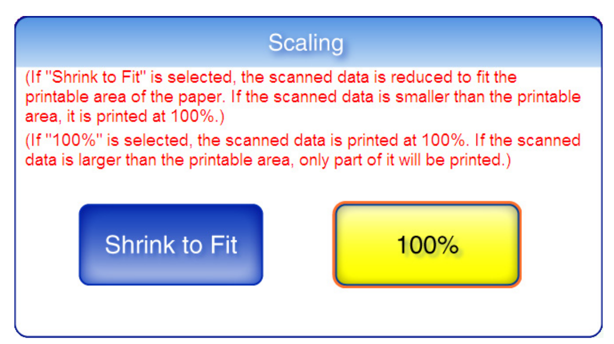
1. Press the [Scaling] button.



⇨ The "Scaling" screen appears.

2. Select the print scale of the data.

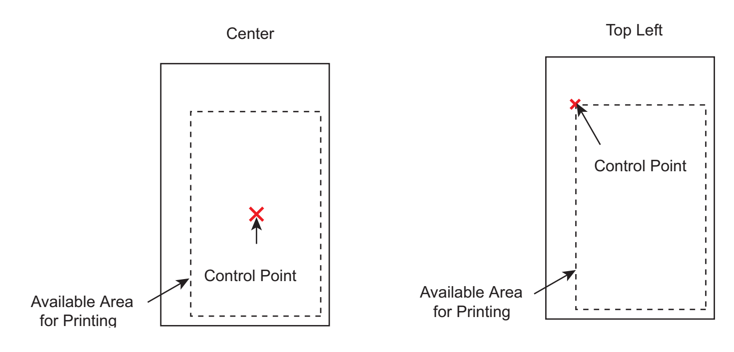
By default, this is "100%".



- Shrink to Fit

  The image is reduced so that the entire image fits into the area available for printing (area inside the dotted line). Further enlargement is not possible.

  If the positioning setting is "Center", the control point for printing is the center point of the area available for printing. If the positioning setting is "Top Left", the control point for printing is the top left corner of the area available for printing. For more details on the positioning setting, refer to "6.6.2 Positioning" (page 293).

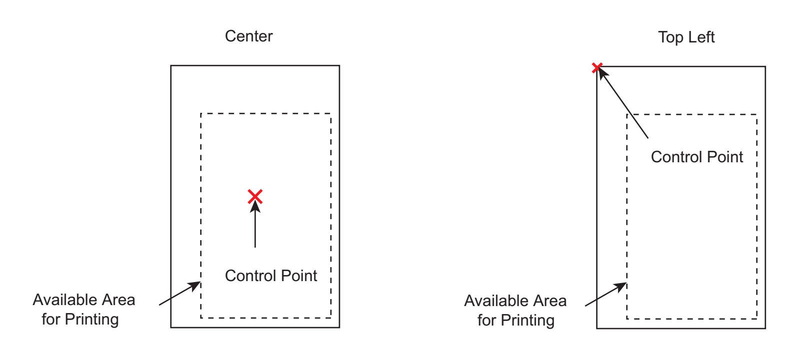


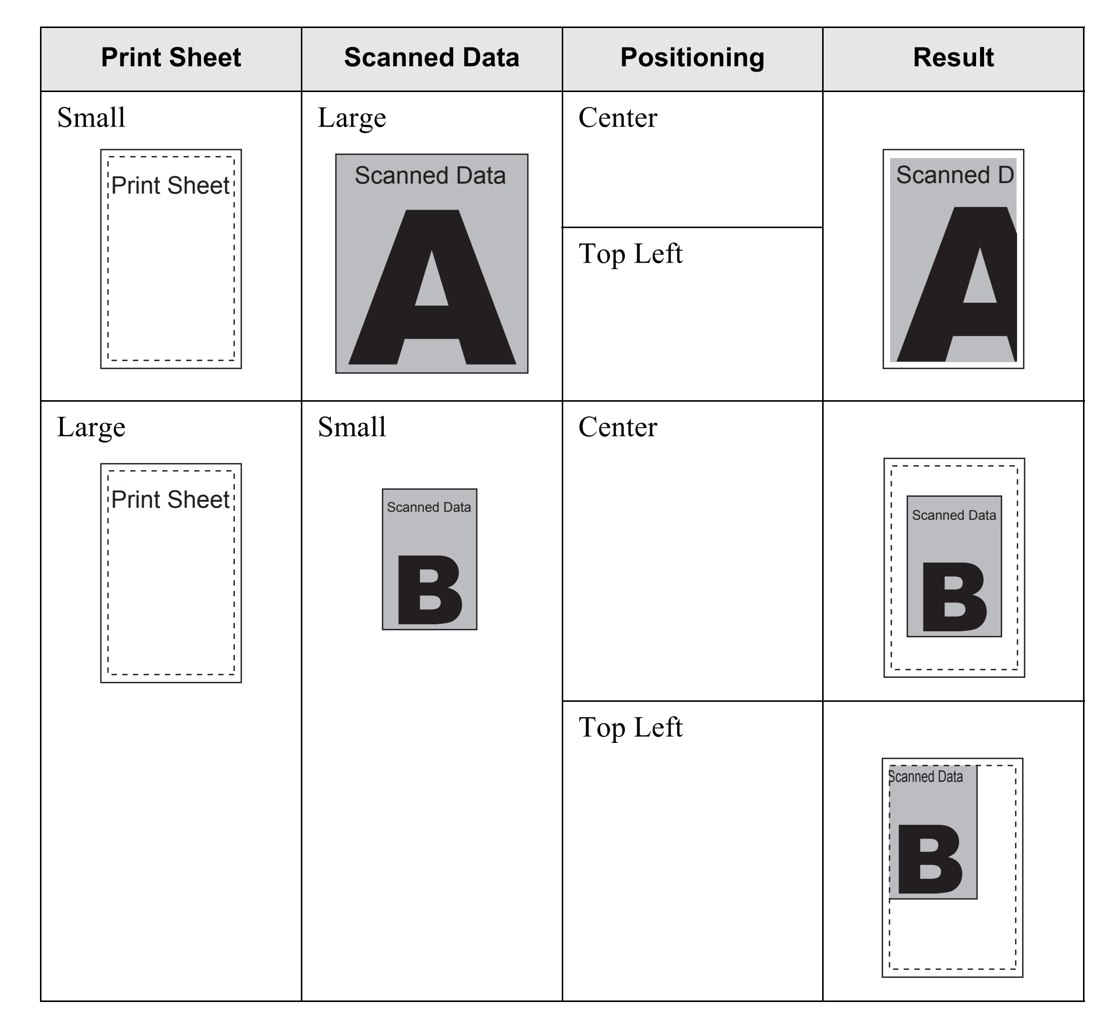
Print Sheet	Scanned Data	Positioning	Result
Small Print Sheet	Large Scanned Data A	Center	Scanned Data A
		Top Left	Scanned Data A

Print Sheet	Scanned Data	Positioning	Result
Large Print Sheet	Small Scanned Data B	Center	Scanned Data B
		Top Left	Scanned Data B
Same Print Sheet	Same Scanned Data C	Center	Scanned Data C
		Top Left	

- 100%

  The image is printed at full scale, regardless of the paper size.
  If the positioning setting is "Center", the control point for printing is the center point of the print sheet. If the positioning setting is "Top Left", the control point for printing is the top left corner of the print sheet. For more details on the positioning setting, refer to "6.6.2 Positioning" (page 293).

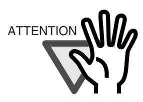




Print Sheet	Scanned Data	Positioning	Result
Small Print Sheet	Large Scanned Data A	Center	Scanned D A
		Top Left	
Large Print Sheet	Small Scanned Data B	Center	Scanned Data B
		Top Left	Scanned Data B

Print Sheet	Scanned Data	Positioning	Result
Same Print Sheet	Same Scanned Data	Center	Scanned Data
		Top Left	

⇨ This returns to the "Print" screen. The selected scaling setting is displayed to the right of the [Scaling] button.



- Nothing is printed in the margin set in the printer settings.
  If edge cropping has been set, the width of the edge cropping setting may be larger than the margin set in the printer settings. For more details, refer to "6.9.18 Edge Cropping" (page 344).
- If "Shrink to Fit" is set, the edge cropping area is not included in the print data.
  If "100%" is set, the edge cropping area is included in the print data.
- When "Shrink to Fit" is set, the printing result may differ from the original document since the starting position or available area of printing depends on each individual printer.

6.6.2 Positioning

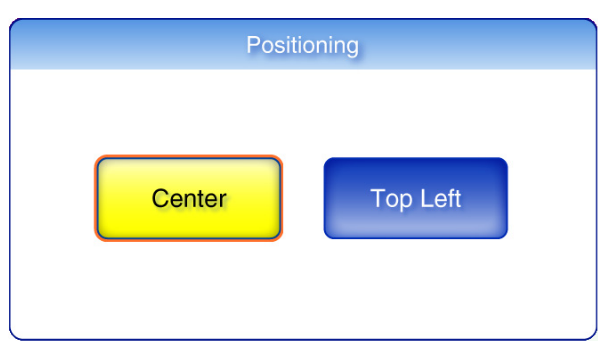
Set the print position of the scanned data.
The setting selected here will be used every time the user prints a document.

1. Press the [Positioning] button.

   ➪ The "Positioning" screen appears.

2. Select the print positioning of the data.

   By default, this is "Center".



Button	Scaling	Control Point
Center	Shrink to Fit	Uses the center point of the area available for printing as a control point. Center Control Point Available Area for Printing
	100%	Uses the center point of the sheet as a control point. Center Control Point Available Area for Printing

Button	Scaling	Control Point
Top Left	Shrink to Fit	Uses the top left corner of the area available for printing as a control point. Top Left Control Point Available Area for Printing
	100%	Uses the top left corner of the print sheet as a control point. Top Left Control Point Available Area for Printing

For more details on the print scaling setting, refer to "6.6.1 Scaling" (page 288).

⇨ This returns to the "Print" screen. The selected positioning setting is displayed to the right of the [Positioning] button.

6.6.3 Simplex/Duplex

Set whether to print on one side (simplex mode) or both sides (duplex mode).

1. Press the [Simplex/Duplex] button.

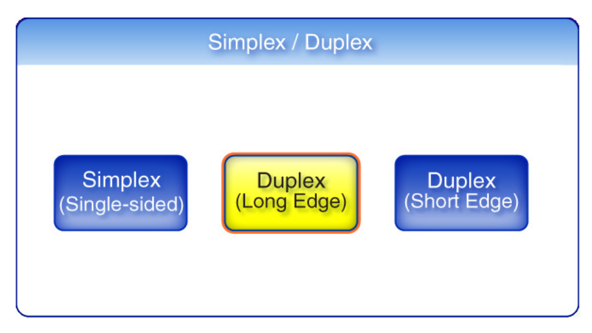
   ⇨ The "Simplex/Duplex" screen appears.

2. Select a print mode.

   Initially, this setting is "Duplex (Long Edge)".
   "Long Edge" means that sheets are flipped vertically for printing.
   "Short Edge" means that sheets are flipped horizontally for printing.



According to the printer, settings from the printers properties screen may be used instead.



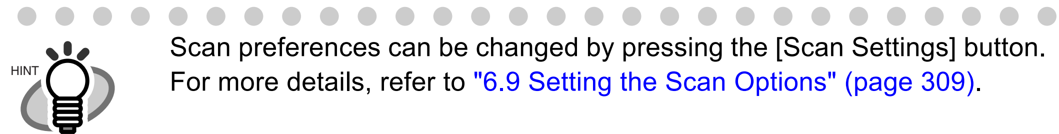
⇨ This returns you to the "Print" screen.
The selected mode is displayed to the right of the [Simplex/Duplex] button.

6.7 Saving the Scanned Data to a Network Folder

1. On the "Main Menu" screen, press the [Save] button.

   ⇨ The "Save" screen appears.

   Network folder preferences are saved for each user, and will be shown each time that user logs in.



Scan preferences can be changed by pressing the [Scan Settings] button. For more details, refer to "6.9 Setting the Scan Options" (page 309).

2. Press the [Select] button.

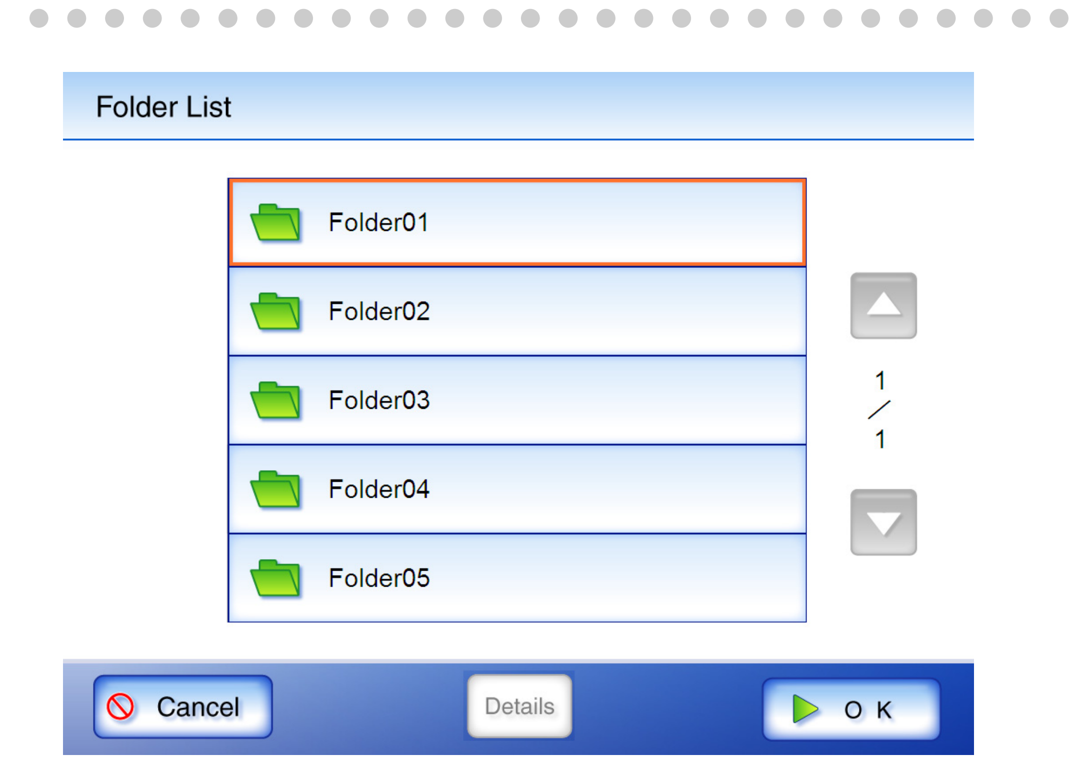


   ⇨ The "Folder List" screen appears.

3. Select a network folder.

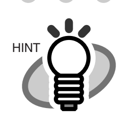


- On the "Folder List" screen, select a folder and press the [Details] button to view the details of the selected network folder. If a folder name is too long for one line, it will wrap onto the next line. Any hidden parts of the name may be revealed by finger dragging and scrolling.
- Only network folders which are in the list may be selected. Only the administrator may add folders to the list, or edit the details of folders already on the list.
  For more details about adding network folders, refer to "4.7.14 Setting the Network Folders" (page 138).



4. Press the [OK] button.

⇨ This returns you to the "Save" screen.



User authentication may sometimes be required to access the file server. If authentication is required, the "File Server Authentication" screen appears. The authentication procedure is as follows.

1. Enter a "User Name" and "Password" for the file server. Passwords are case sensitive.



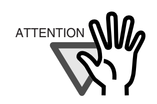
2. Press the [OK] button.

5. In the "Save as:" field, enter a file name for the scanned data to be saved.

File names may be up to 128 characters long. \ and / are used as folder separator characters. The following symbols cannot be used.

: * ? " < > |

The default setting is the file name set on the administrator "File Names (Save)" screen. For more details, refer to "4.6.10 Setting a File Name Format for When Saving Scanned Data" (page 76).



- The following file names cannot be used:
  - CON
  - PRN
  - AUX
  - CLOCK$
  - NUL
  - COM0 to COM9
  - LPT0 to LPT9
- If the file format is changed in "Scan Settings", the file name set on the "File Names (Save)" screen is reset in the "Save As" field.

6. Select if existing files with the same name are to be overwritten.

The default setting is [No].
If a file name already exists on the network, the existing file will not be overwritten and the scanned data will be lost. Whether or not the file was successfully saved can be checked in the user log.
For more details about accessing the user log, refer to "6.12 Checking the User Log" (page 354).

7. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Save] button.
⇨ Scanning starts.

Each page is briefly shown on the screen as it is scanned.
The maximum number of pages that can be scanned is 999.
When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
When the scan has completed, the "Scan Viewer" screen opens.
For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).



- [Scan Viewer] is initially "On".
- When the [Scan&Save] button is pressed (when [Scan Viewer] is "Off"), after the last page is displayed on the "Scanning" screen, the scan data is saved, and the LCD touch panel screen returns to the "Main Menu".
For more details, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346).

8. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

9. On the "Scan Viewer" screen, press the [Save] button.

⇨ The specified file name is used to save the scanned data in the selected network folder.



Saving scan data in Folder01

⇨ The "Main Menu" screen is shown again.



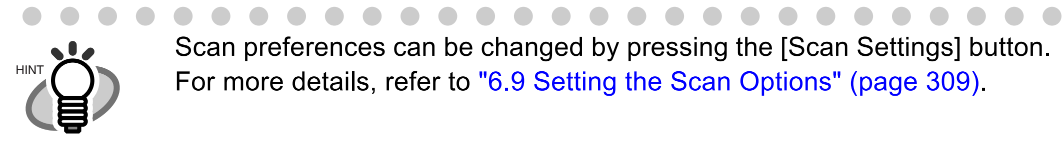
If the saving to the network folder fails, an error message with the following title is sent by e-mail from the scanner to the e-mail address registered in the LDAP server for the currently logged-in user.

Network Scanner (*XXXX*) Error

6.8 Saving the Scanned Data in a SharePoint Folder

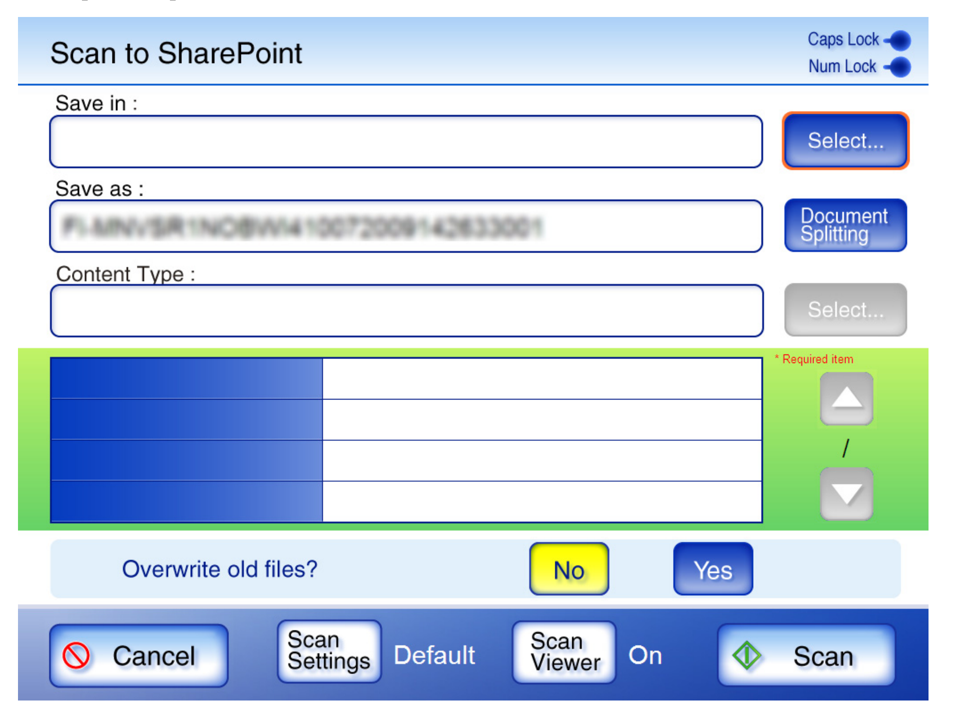
1. On the "Main Menu" screen, press the [Scan to SharePoint] button.

   ⇨ The "Scan to SharePoint" screen appears.



Scan preferences can be changed by pressing the [Scan Settings] button. For more details, refer to "6.9 Setting the Scan Options" (page 309).

2. Press the [Select] button for the "Save in" field.

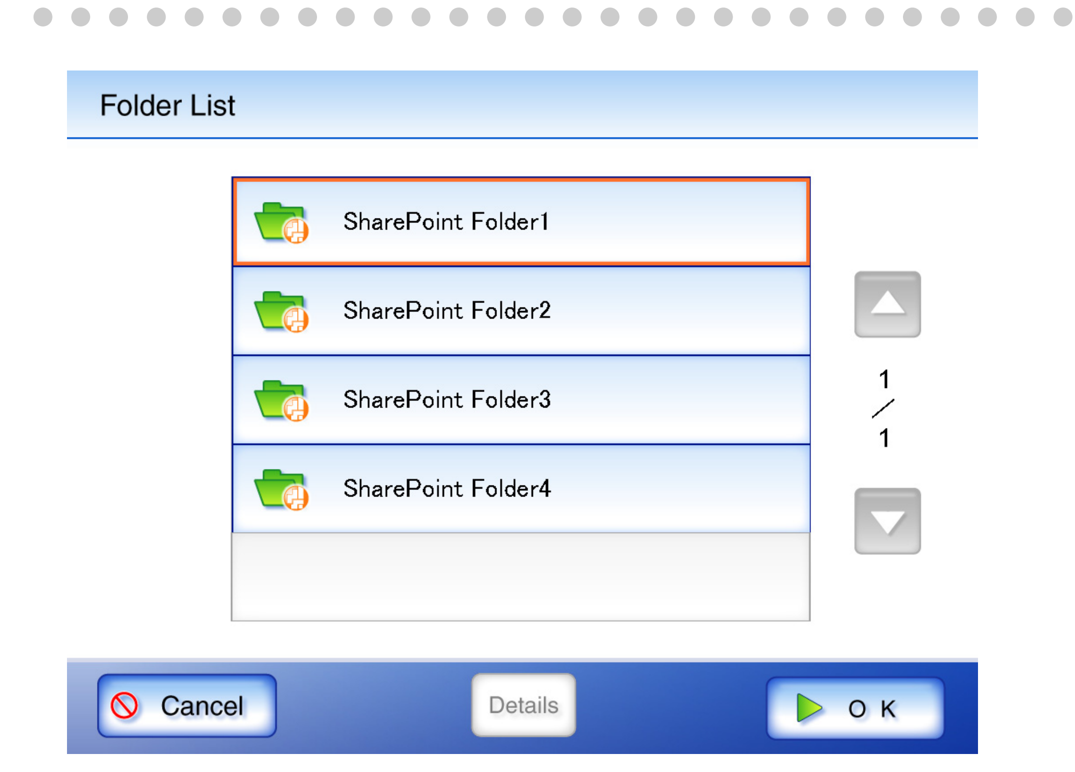


   ⇨ The "Folder List" screen appears.

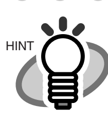
3. Select a folder.



- On the "Folder List" screen, select a folder and press the [Details] button to view the details of the selected folder. If a folder name is too long for one line, it will wrap onto the next line. Any hidden parts of the name may be revealed by finger dragging and scrolling.
- Only folders which are in the list may be selected. Only the administrator may add folders to the list, or edit the details of sites or folders already on the list. For more details about adding folders, refer to "4.7.15 Setting the SharePoint Folders" (page 151).

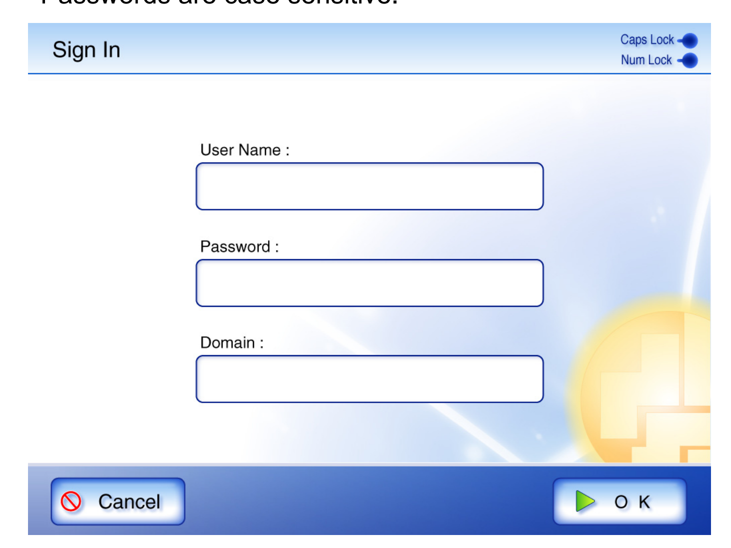


4. Press the [OK] button.



According to the setting, user authentication may be required to access the SharePoint server. In this case, the "Sign In" screen is shown.
Perform the following procedure for authentication.

1. Enter the "User Name", "Password", and "Domain".
   Passwords are case sensitive.



2. Press the [OK] button.

⇨ This returns you to the "Scan to SharePoint" screen.

5. In the "Save as" field, enter a file name for the scanned data to be saved.

File names may be up to 113 characters long. \ and / are used as folder separator characters.
The following symbols cannot be used.
~ " # % & * : < > ? { | }
The default setting is the file name set on the administrator "File Names (Save)" screen.
For more details, refer to "4.6.9 Changing the Admin Password" (page 75).

6

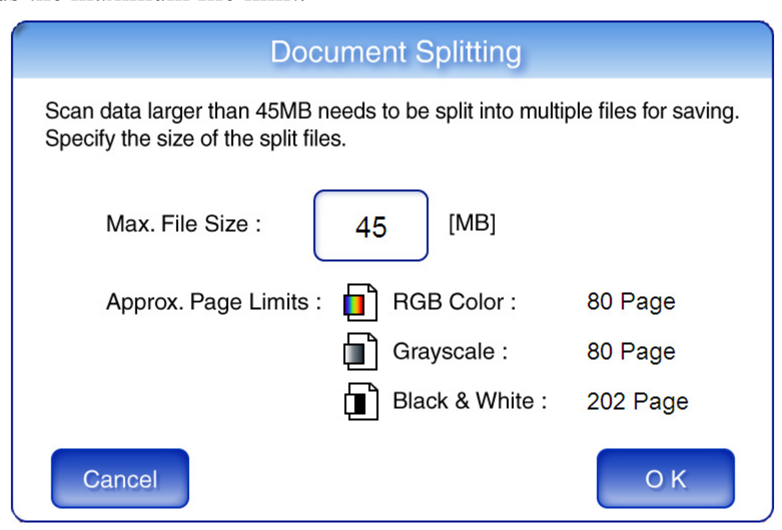


- The following file names cannot be used:
  - CON
  - PRN
  - AUX
  - CLOCK$
  - NUL
  - COM0 to COM9
  - LPT0 to LPT9
- If the file format is changed in "Scan Settings", the file name set on the "File Names (Save)" screen is reset in the "Save As" field.

6. Press the [Document Splitting] button.

⇨ The "Document Splitting" screen appears.

Configure the settings to split a file of scanned data into multiple files when the file size exceeds the maximum file limit.

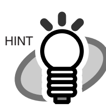


1. In the "Max. File Size" field, enter the maximum file size at which a file is to be split into multiple files.

   The default setting is 45. The value can be specified within the range of 1 to 45 MB.
   The number of pages that can be saved in a file varies according to the resolution and color mode of scanned data.
   Approximate page file sizes are shown below.
   Page sizes are estimated for when the paper size is specified as A4, and the color mode and resolution are changed accordingly, from default scan settings.

   Actual paper size: A4 size (general catalog)
   File format: PDF
   Scanner paper size setting: A4

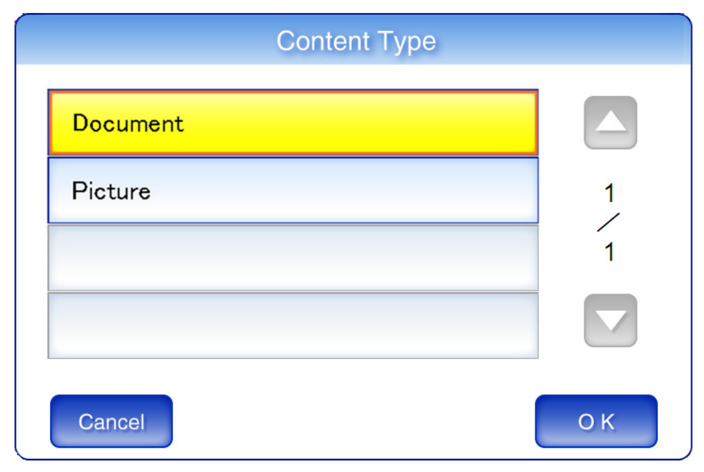
Resolution	**Approximate File Size of a Page (KB)**		
	RGB Color	**Grayscale**	**Black & White**
150 dpi	310		124
200 dpi	550		220
300 dpi	1250		500
600 dpi	5000		2000



- When the file size of a single page exceeds the specified maximum file size, the page is saved as one file.
- The file name format of split files is:
  "original_file_name-file_number-total_number_of_split_files"
  File numbers and the total number of split files are added in 4 digits. For example, if the total number of split files is "5", it will be shown as "0005".

2. Press the [OK] button.
   ⇨The "Scan to SharePoint" screen is shown again.

7. In "Content Type", set the content type for the scanned data to be managed on the SharePoint server.
   1. Press the [Select] button for the "Content Type" field.
      ⇨A content type selection screen appears.
   2. Select a content type, and press the [OK] button.



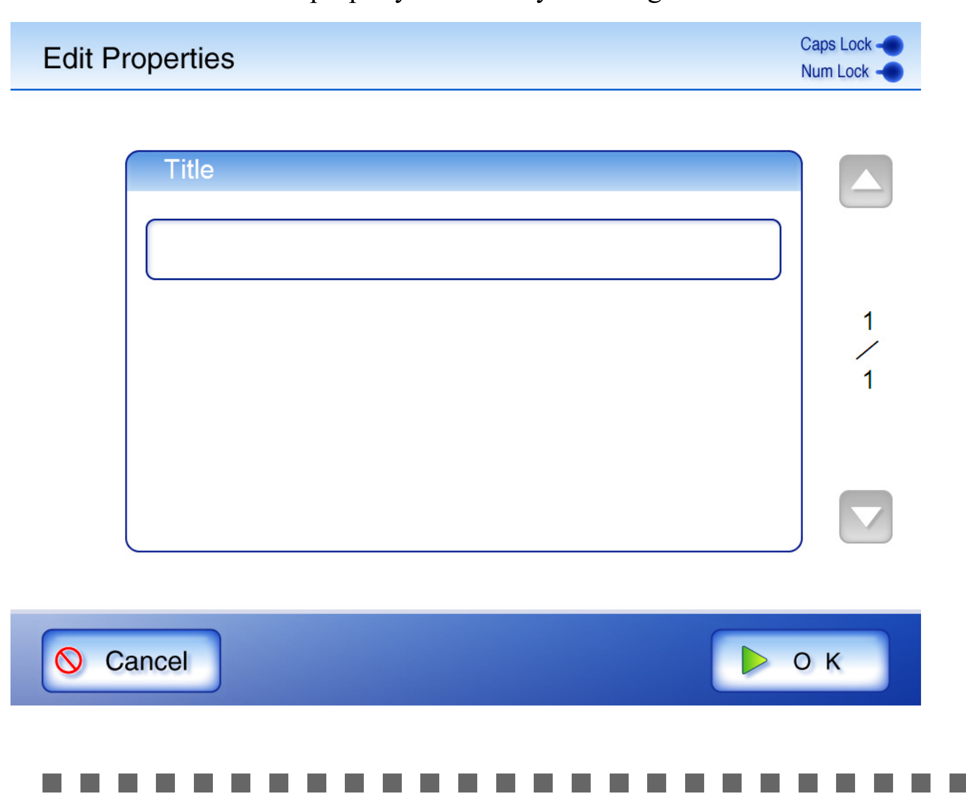
⇨The selected content type is set.
According to the selected content type, a list of properties defined on the SharePoint server is shown in the "Scan to SharePoint" screen.

6

8. Set properties in either of the following ways.

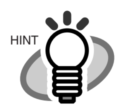
- Enter properties directly in the "Scan to SharePoint" screen.
- Press the button on the side of a property to be edited, and set the property in the "Edit Properties" screen.

  - is shown for a property setting that can be directly entered. These settings can also be directly entered on the "Scan to SharePoint" screen.
  - ... is shown for a property to be set by selecting an available item.





- The following properties cannot be set via the "Edit Properties" screen:
  - Description
  - Categories
  - Date Picture Taken
- If properties that cannot be set are required when saving to a SharePoint folder, the file will be saved in a checked out state. The checked out state can be released once the mandatory fields have been set. Checked out files cannot be overwritten.



The following properties can be set.

- Single line of text
- Multiple lines of text
- Choice
- Number
- Currency
- Date and Time
- Yes/No
- Person or Group
- Hyperlink or Picture

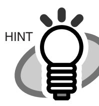
9. Select if existing files with the same name are to be overwritten.

The default setting is [No].
If a file name already exists, the existing file will not be overwritten and the scanned data will be lost. Whether or not the file was successfully saved can be checked in the user log.
For more details about accessing the user log, refer to "6.12 Checking the User Log" (page 354).

10. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Save] button.
⇨ Scanning starts.

Each page is briefly shown on the screen as it is scanned.
The maximum number of pages that can be scanned is 999.
When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
When the scan has completed, the "Scan Viewer" screen opens.
For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).



- [Scan Viewer] is initially "On".
- When the [Scan&Save] button is pressed (when [Scan Viewer] is "Off"), after the last page is displayed on the "Scanning" screen, the scan data is saved, and the LCD touch panel screen returns to the "Main Menu".
For more details, refer to "6.10 Enabling/Disabling the Scan Viewer" (page 346).

11. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

12. On the "Scan Viewer" screen, press the [Save] button.



- When a file is overwritten, the properties of the existing file are replaced by those of the new file.
- When multiple files are saved in TIFF or JPEG format, identical properties are set to all the files.
- If required items other than "Single line of text" or "Multiple lines of text" are set for the properties of the specified folder content types, files saved in the SharePoint folder will be checked out. To change the checkout status, enter values for the required items via a Web browser, and then check in the files.

⇨ The specified file name is used to save the scanned data in the selected SharePoint folder.





Saving scan data in SharePoint Folder1

⇨ The "Main Menu" screen is shown again.

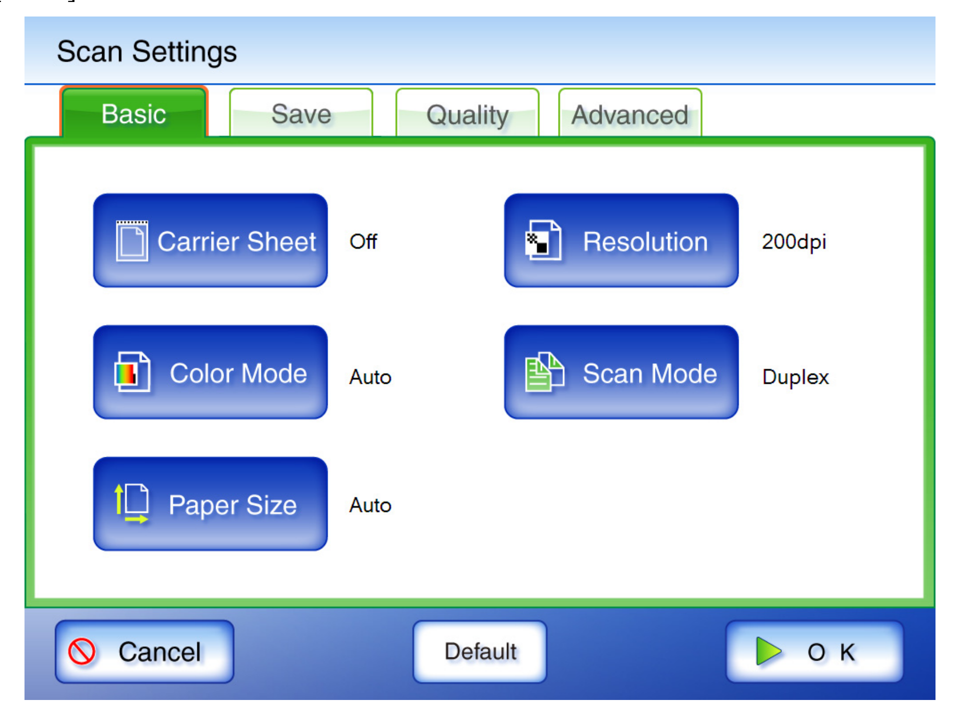
6.9 Setting the Scan Options

On the following screens, press the [Scan Settings] button to access the "Scan Settings" screens.

- "Send e-Mail" screen
- "Send Fax" screen
- "Print" screen
- "Save" screen
- "Scan to SharePoint" screen

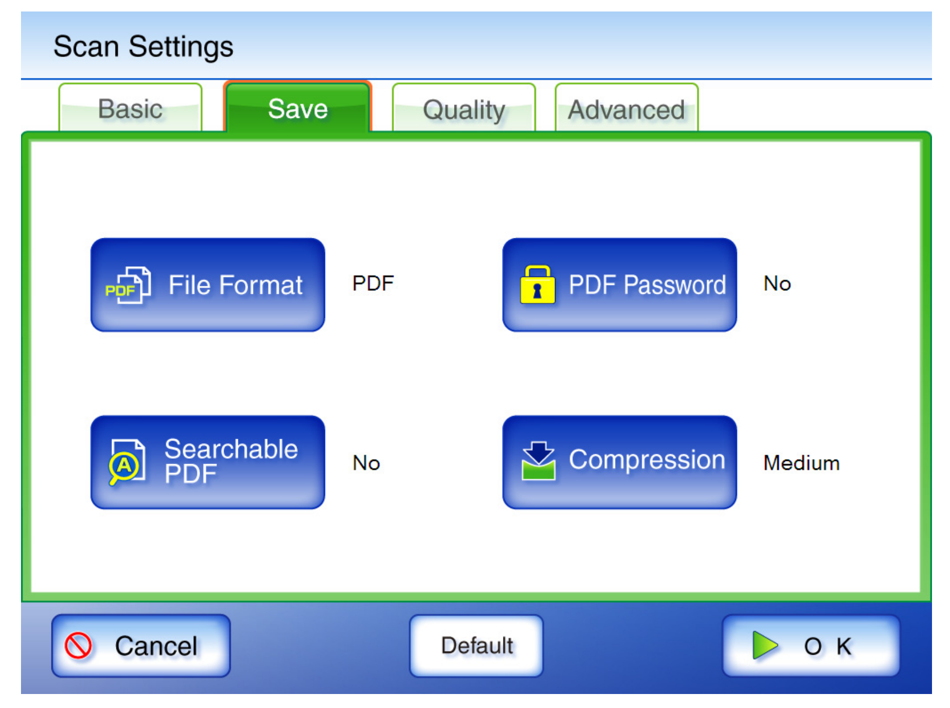
The "Scan Settings" screen contains the following items.

- [Basic] tab

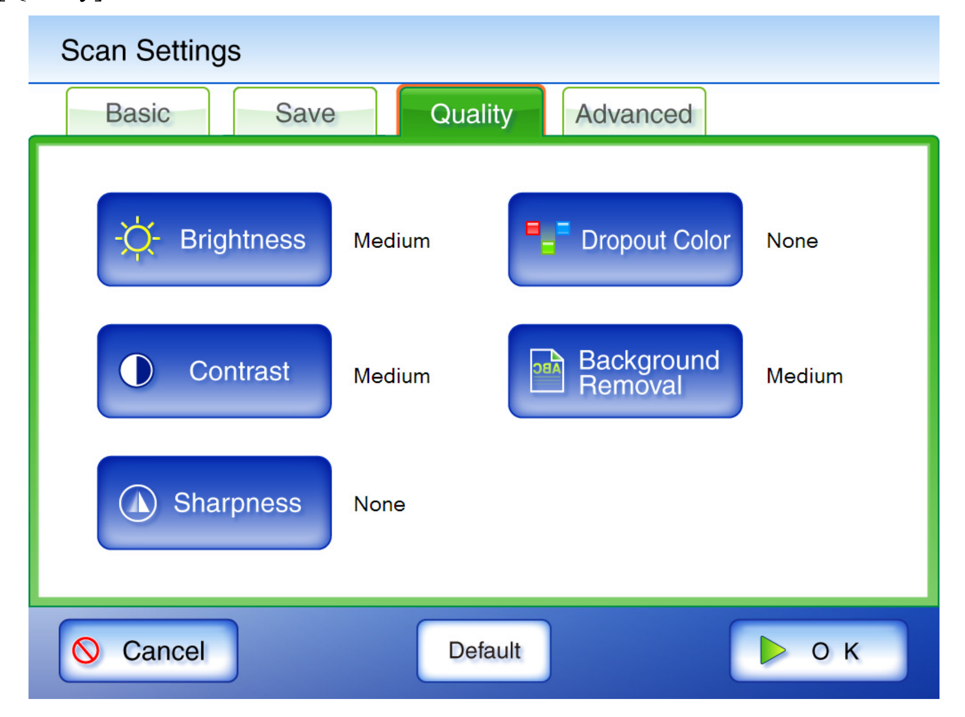


6

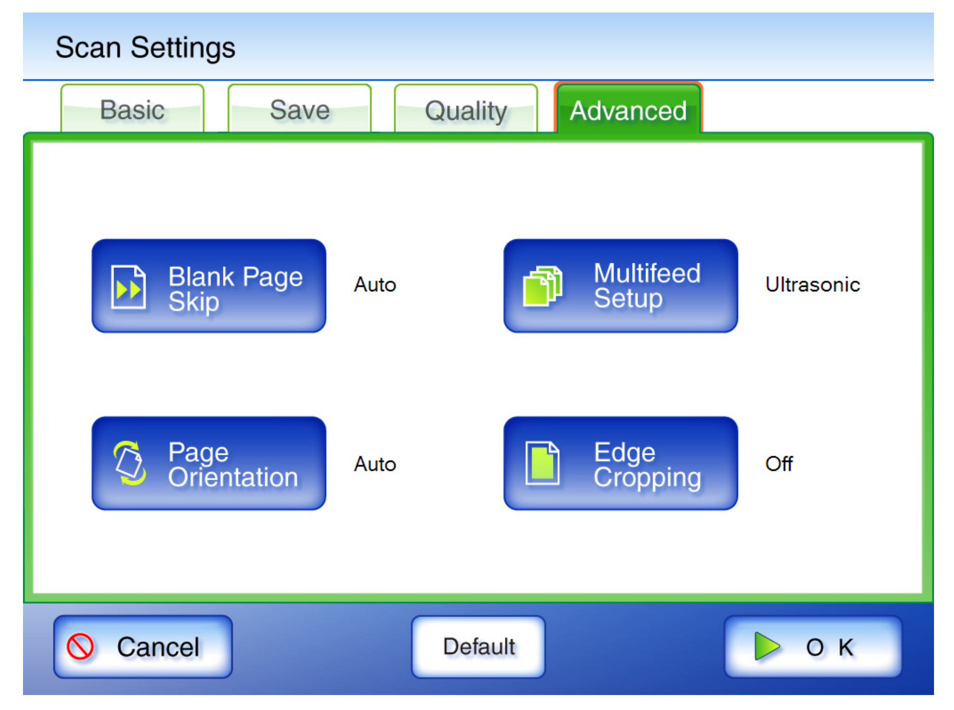
● [Save] tab



● [Quality] tab



- [Advanced] tab



The following two classes of setting options are available.

- Default
  These are the factory settings. To put a high priority on the scan speed, press the [Default] button.
- Custom
  This is shown when the user has customized any scanning preferences from the "Default" option.
  Press each scan option button to set it as desired.
  Function settings (for e-Mail, Fax, Print, Save) are saved for each user, and will be used each time that user logs in.
  For details, refer to the sections from "6.9.1 Carrier Sheet" (page 316) onward.

6

The following scan option settings are used if the Default settings are selected.

Tab	Option	Default					When Custom, see...
		e-Mail	Fax	Print	Save	Scan to SharePoint	
Basic	Carrier Sheet	Off	Off	Off	Off	Off	page 316
	Color Mode	Auto	Black & White(*)	Auto	Auto	Auto	page 317
	Paper Size	Auto	Auto	Auto	Auto	Auto	page 318
	Resolution	200dpi	200dpi	200dpi	200dpi	200dpi	page 322
	Scan Mode	Duplex	Duplex	Duplex	Duplex	Duplex	page 323

Tab	Option	Default					When Custom, see...
		e-Mail	Fax	Print	Save	Scan to SharePoint	
Save	File Format	PDF	TIFF(*)	JPEG(*)	PDF	PDF	page 324
	Searchable PDF	No	No(*)	No(*)	No	No	page 326
	PDF Pass-word	No	No(*)	No(*)	No	No	page 329
	Compres-sion	Medium	Medium(*)	Low(*)	Medium	Medium	page 331
Quality	Brightness	Medium	Medium	Medium	Medium	Medium	page 334
	Contrast	Medium	Medium	Medium	Medium	Medium	page 335
	Sharpness	None	None	None	None	None	page 336
	Dropout Color	None	None	None	None	None	page 337
	Back-ground Removal	Medium	Medium	Medium	Medium	Medium	page 338
Advanced	Blank Page Skip	Auto	Auto	Off	Auto	Auto	page 339
	Page Orien-tation	Auto	Off	Off(*)	Auto	Auto	page 340
	Multifeed Setup	Ultra-sonic	Ultrasonic	Ultra-sonic	Ultra-sonic	Ultrasonic	page 343
	Edge Crop-ping	Off	Off	Off	Off	Off	page 344

(*): Fixed value. Cannot be changed.



- The selected setting is displayed to the right of each button.
- Settings changed before the previous logout are shown by red characters for each regular user.
- When the "Scan Settings" screen is opened from the "Send Fax" or "Print" screen, the [Save] tab is not displayed.

Setting these scan options may influence other scan settings items.

- Setting an option may cause other option settings to become invalid.
- Other option settings may cause these option settings to become invalid.

Scan option settings may be influenced in the following ways.

Tab	Option		Setting which become invalid	Conditions of setting which become invalid
Basic	Carrier Sheet		● Paper Size ● Resolution, "600dpi" ● Scan Mode ● Brightness ● Contrast ● Dropout Color ● Background Removal ● Blank Page Skip ● Page Orientation, other than "Auto" ● Multifeed Setup	—
	Color Mode	Auto	● Paper Size, long page mode ● JPEG file format ● Dropout Color	—
		RGB Color	● Dropout Color	—
		Grayscale	● Dropout Color, "None" (when Resolution is "600dpi") ● High Compression for Color PDF	—
		Black & White	● JPEG file format ● Compression	—

<table>
<thead>
<tr><th>Tab</th><th colspan="2">Option</th><th>Setting which become invalid</th><th>Conditions of setting which become invalid</th></tr>
</thead>
<tbody>
<tr><td rowspan="7">Basic</td><td rowspan="3">Paper Size</td><td>Auto</td><td>● Resolution, "600dpi"</td><td>● Carrier Sheet</td></tr>
<tr><td>Long Page Mode</td><td>● Resolution, "600dpi"
● Searchable PDF
● Blank Page Skip
● Page Orientation
● Multifeed Setup</td><td>● Carrier Sheet
● Color Mode, "Auto"</td></tr>
<tr><td>Other than Auto and Long Page Mode</td><td>—</td><td>● Carrier Sheet</td></tr>
<tr><td rowspan="2">Resolution</td><td>600dpi</td><td>● Searchable PDF, "All Pages" and "Pages"
● High Compression for Color PDF
● Dropout Color, "None" (when Color Mode is "Grayscale")
● Page Orientation, other than "Auto"</td><td>● Carrier Sheet
● Paper Size, "Auto" and long page mode</td></tr>
<tr><td>Other than 600dpi</td><td>—</td><td>—</td></tr>
<tr><td colspan="2">Scan Mode</td><td>—</td><td>● Carrier Sheet</td></tr>
<tr style="display:none"></tr>
<tr><td rowspan="6">Save</td><td rowspan="3">File Format</td><td>PDF</td><td>—</td><td>—</td></tr>
<tr><td>JPEG</td><td rowspan="2">● Searchable PDF
● PDF Password lock
● Compression, "High Compression for Color PDF"</td><td>● Color Mode, "Auto" or "Black & White"</td></tr>
<tr><td>TIFF
MTIFF</td><td>—</td></tr>
<tr><td rowspan="2">Searchable PDF</td><td>First Page</td><td>—</td><td>● Paper Size, long page mode
● Other than PDF output file format</td></tr>
<tr><td>All Pages
Pages</td><td>—</td><td>● Paper Size, long page mode
● Other than PDF output file format
● Resolution, "600dpi"</td></tr>
<tr><td colspan="2">Require PDF Password</td><td>—</td><td>● Other than PDF output file format</td></tr>
</tbody>
</table>

Tab	Option		Setting which become invalid	Conditions of setting which become invalid
Save	Compres-sion	High Compres-sion for Color PDF	—	● Color Mode, "Grayscale" or "Black & White" ● Other than PDF output file format ● Resolution, "600dpi"
		Other than High Compression for Color PDF	—	● Color Mode, "Black & White"
Quality	Brightness		—	● Carrier Sheet
	Contrast		—	● Carrier Sheet
	Sharpness		—	—
	Dropout Color	None	—	● Carrier Sheet ● Color Mode, "Auto" or "RGB Color" ● Resolution, "600dpi" (when Color Mode is "Grayscale")
		Other than None	—	● Carrier Sheet ● Color Mode, "Auto" or "RGB Color"
	Background Removal		—	● Carrier Sheet
Advanced	Blank Page Skip		—	● Carrier Sheet ● Paper Size, long page mode
	Page Orientation	Auto	—	● Paper Size, long page mode
		Other than Auto	—	● Carrier Sheet ● Paper Size, long page mode ● Resolution, "600dpi"
	Multifeed Setup		—	● Carrier Sheet ● Paper Size, long page mode
	Edge Cropping		—	—

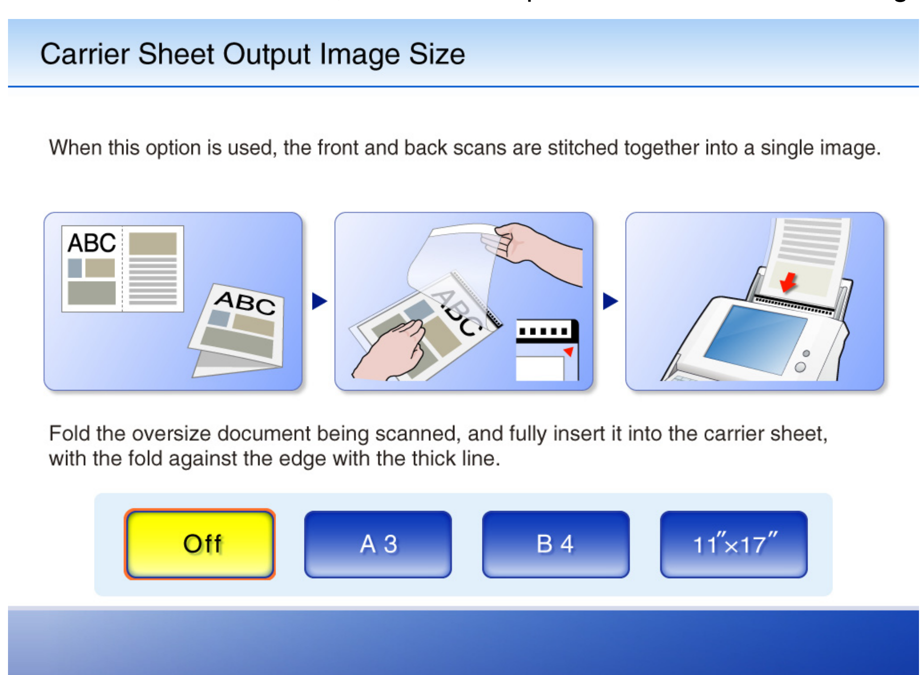
6.9.1 Carrier Sheet

Set whether or not to use a Carrier Sheet. If a Carrier Sheet is to be used, set the output size of the scanned image.

1. On the "Scan Settings" screen, select the [Basic] tab.

2. Press the [Carrier Sheet] button.
   ➪ The "Carrier Sheet Output Image Size" screen appears.

3. If a Carrier Sheet is to be used, select the output size for the scanned image.



Carrier Sheet Setup	Status
Off	Scan without using a Carrier Sheet
A3	Scan with a Carrier Sheet, and output as A3 size (297 × 420mm)
B4	Scan with a Carrier Sheet, and output as B4 size (257 × 364mm)
11" × 17"	Scan with a Carrier Sheet, and output as a "11 × 17 inch" size (279.4 × 431.8mm)

*: All paper sizes are of portrait orientation.

➪ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Carrier Sheet] button.

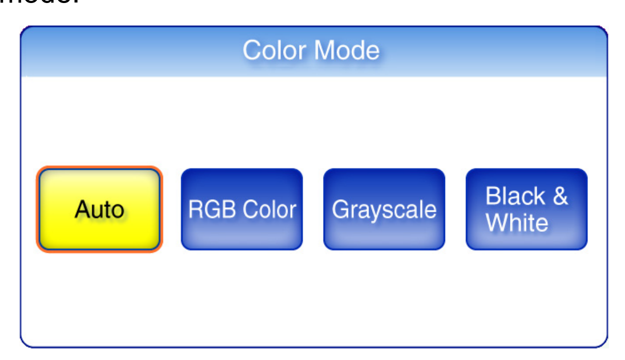
6.9.2 Color Mode

Set whether the document is scanned in "color" or "black and white".

1. On the "Scan Settings" screen, select the [Basic] tab.

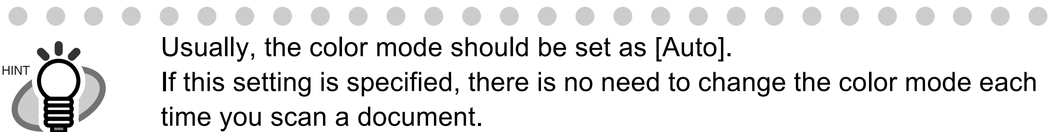
2. Press the [Color Mode] button.
   ➪ The "Color Mode" screen appears.

3. Select the color mode.



Color Mode	Description
Auto	Automatically decides whether to scan in color or in black and white based on document contents.
RGB Color	Scans documents in color.
Grayscale	Scans documents in grayscale.
Black & White	Scans documents in black and white.

➪ Selecting a color mode returns you to the "Scan Settings" screen.
The selected mode is displayed to the right of the [Color Mode] button.



Usually, the color mode should be set as [Auto].
If this setting is specified, there is no need to change the color mode each time you scan a document.
Note that black and white mode may be automatically selected for the following kinds of documents:

- Faintly toned nonwhite papers
- Documents with only a minor amount of color
- Documents printed in gray or other close-to-black colors.

To ensure such documents are scanned in color mode, press the [RGB Color] button on the "Color Mode" screen.

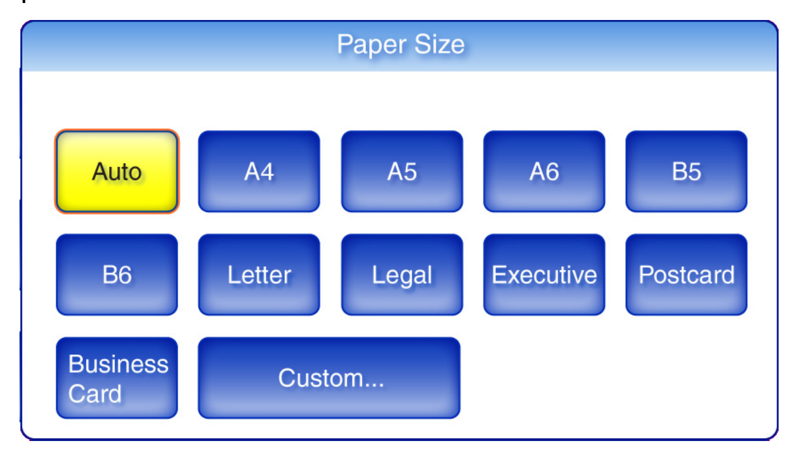
6.9.3 Paper Size

Set a paper size for the scan data.

1. On the "Scan Settings" screen, select the [Basic] tab.

2. Press the [Paper Size] button.
   ➪ The "Paper Size" screen appears.

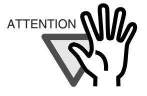
3. Select a paper size for the scan data.



Button	Paper size (mm)	Button	Paper size (mm)
A4	210 × 297	Letter	215.9 × 279.4
A5	148 × 210	Legal	215.9 × 355.6
A6	105 × 148	Executive	184.2 × 266.7
B5	182 × 257	Postcard	100 × 148
B6	128 × 182	Business Card	51 × 89

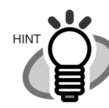
*: All paper sizes are of portrait orientation.

➪ Selecting a paper size returns you to the "Scan Settings" screen. The selected size is displayed to the right of the [Paper Size] button.

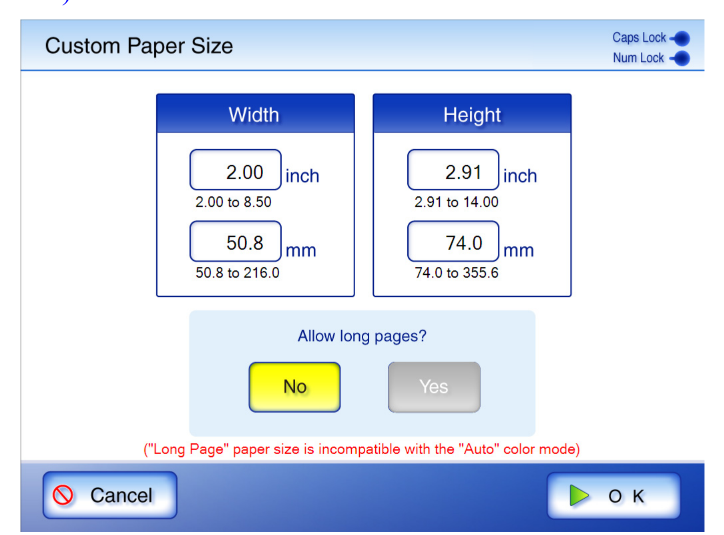


When the [Auto] setting is used, the paper size is set to the same size (Maximum: 215.9 × 355.6mm) as the actual document being scanned. However, if using any of the following types of documents, the automatic paper size detection may not function correctly:

- Paper of weight less than 52g/m^2 (14lb)
- Documents that are not rectangular
- Documents with margins that are filled with dark colors



- If a paper size other than [Auto] is selected and only one side of the documents is scanned, artwork on the reverse side of the paper may bleed through onto the front side scan. If this happens, blank pages may not be recognized as such, and thus may not be skipped by the "Skip Blank Page" function. For more details, refer to "6.9.15 Blank Page Skip" (page 339).
- When [Custom] settings are used, any paper size for the scan data can be specified.
  1. Press the [Custom] button.
     ⇨The "Custom Paper Size" screen appears.
  2. Enter the paper size for the scan data.
     The size ranges that can be set are:
     Width: 2 to 8.5in (50.8 to 216mm)
     Height: 2.91 to 14in (74 to 355.6mm)
     If the height is 14in or longer, the paper size setting must be set to allow long pages. For more details, refer to "Long Page Mode" (page 320).



  3. Press the [OK] button.
     ⇨The custom paper size is set.

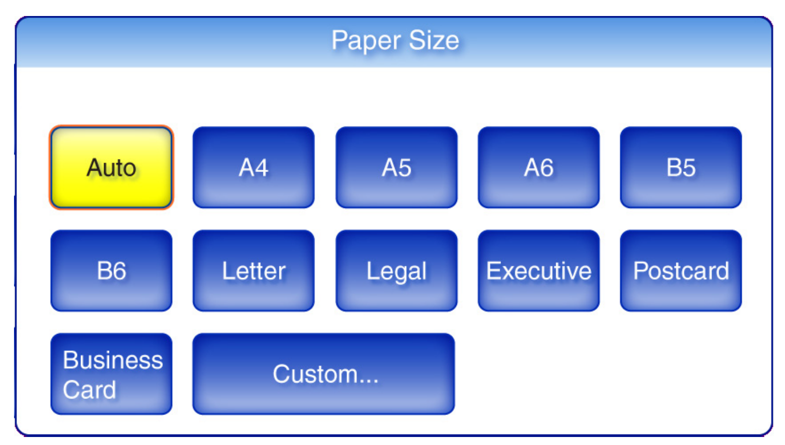
■ Long Page Mode

When scanning pages which are longer than standard documents, the "Allow long pages" setting must be specified.

1. On the "Scan Settings" screen, select the [Basic] tab.

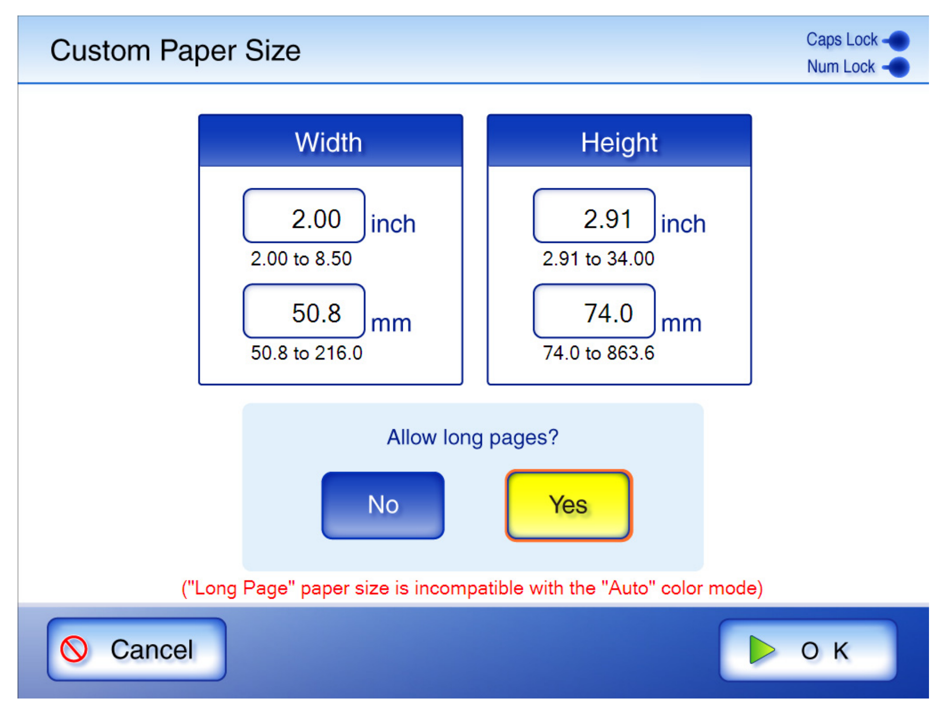
2. Press the [Paper Size] button.
   ➪ The "Paper Size" screen appears.

3. Press the [Custom] button.



   ➪ The "Custom Paper Size" screen appears.

4. For "Allow long pages?", press the [Yes] button.



5. Enter the paper size for the scan data.

The size ranges that can be set are:

Width: 2 to 8.5 in (50.8 to 216 mm)
Height: 2.91 to 34 in (74 to 863.6 mm)

6. Press the [OK] button.

⇨ This returns you to the "Scan Settings" screen. "Custom" is displayed to the right of the [Paper Size] button.

6

6.9.4 Resolution

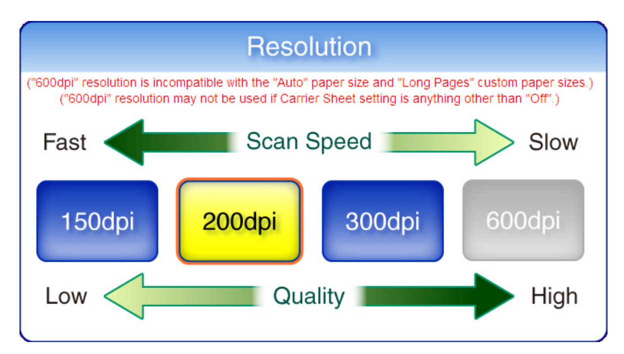
Changing the resolution level affects the scan data in the following ways.

	High resolution	Low resolution
Scan speed	Slow	Fast
Scan quality	High	Low
File size	Large	Small

1. On the "Scan Settings" screen, select the [Basic] tab.

2. Press the [Resolution] button.
   ➪ The "Resolution" screen appears.

3. Select a resolution level.



   ➪ Selecting a resolution level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Resolution] button.

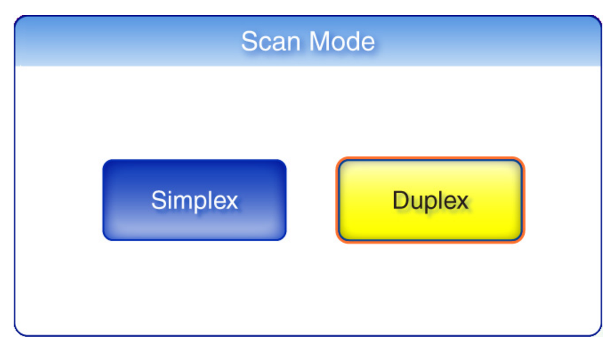
6.9.5 Scan Mode

Set whether one side or both sides of documents are scanned.

1. On the "Scan Settings" screen, select the [Basic] tab.

2. Press the [Scan Mode] button.
   ⇨ The "Scan Mode" screen appears.

3. Select [Simplex] if only the front sides of the documents are to be scanned. Select [Duplex] if both front and reverse sides are to be scanned.



   ⇨ Selecting a scan mode returns you to the "Scan Settings" screen. The selected mode is displayed to the right of the [Scan Mode] button.

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6.9.6 File Format

Set the file format for the scan data.
For some scan settings, it may not be possible to select certain file formats.

Option	PDF	JPEG	TIFF	MTIFF
Searchable PDF	A	—	—	—
PDF Password	A	—	—	—
Compression	A (*1)	A	A (*1)	A (*1)

A: Format can be used, —: Format cannot be used
(*1): Can only be used if the "Color Mode" is [Auto] or [RGB Color]

Compression also differs for certain file formats as follows:

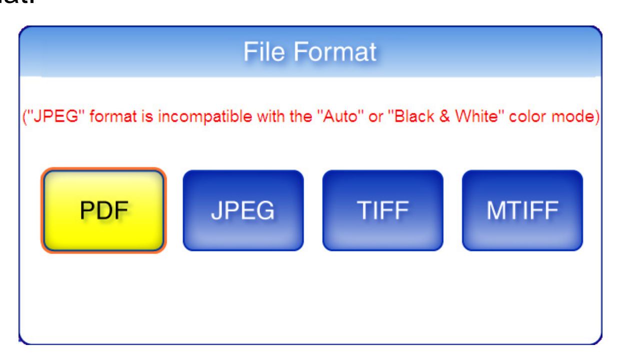
Color Mode	Document	File Format		
		PDF	JPEG	TIFF/MTIFF
Auto	Color	JPEG High Compression for Color PDF	JPEG	JPEG
	Black & White	MMR	(NA)	MMR
RGB Color	Color or Black & White	JPEG High Compression for Color PDF	JPEG	JPEG
Grayscale	Color or Black & White	JPEG	JPEG	JPEG
Black & White	Color or Black & White	MMR	(NA)	MMR

(NA): Not available



- When PDF format is selected, select whether or not to use "High Compression for Color PDF" mode. When "High Compression for Color PDF" is selected, characters and backgrounds on the document are compressed separately. In order to do this, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or pictures since these graphical materials are recognized as background and compressed as such, causing degradation in the scanned image. If this setting is specified, the contrast of the image may become higher.
- If PDF format is selected, Adobe Reader 4.0 or later is required to view the created PDF file.

1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [File Format] button.
   ⇨ The "File Format" screen appears.
3. Select a file format.



⇨ Selecting a file format returns you to the "Scan Settings" screen. The selected format is displayed to the right of the [File Format] button.

6

6.9.7 Searchable PDF

When the file format is PDF, the scanned data can be converted to a searchable PDF.



The scanner may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing color mode and/or improving image quality for scanning, such a document may be successfully recognized.

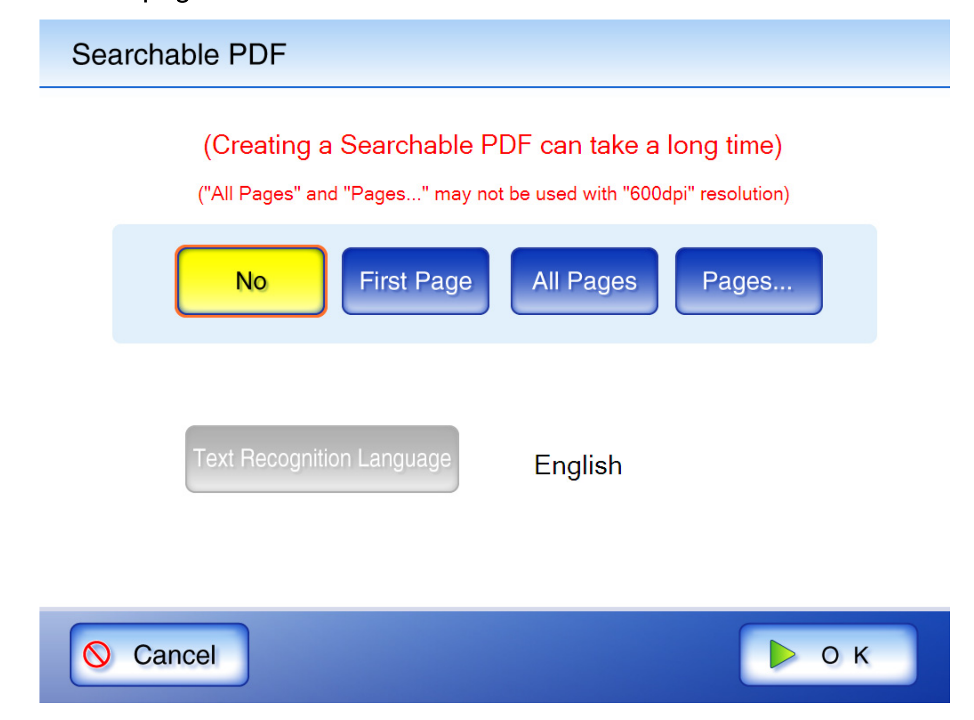
- Handwritten documents
- Documents including smaller characters and scanned in low quality
- Skewed documents
- Documents written in languages other than English
- Documents including texts written in italic characters
- Superscript/subscript letters and complex mathematical formulas
- Characters are written against an unevenly-colored or patterned background
  - Characters to which effects (Shadow, Outline, and the like) are applied
  - Shaded characters
- Documents of complex layout as well as documents including unreadable characters due to print-through and smudges
  (For such documents, the recognition time may be long)



Creating a searchable PDF will take some additional time.

1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [Searchable PDF] button.
   ⇨ The "Searchable PDF" screen appears.

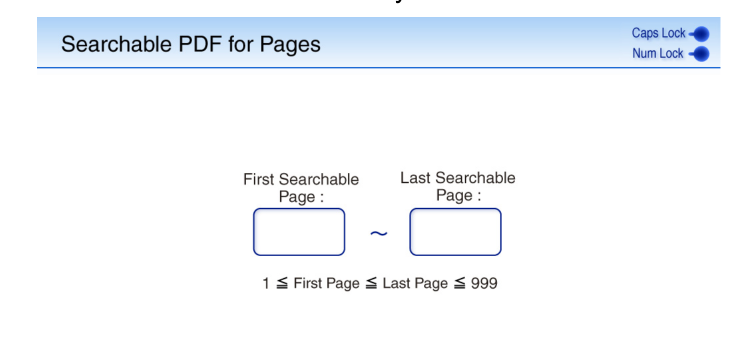
3. Select which pages are to be made searchable in the PDF.



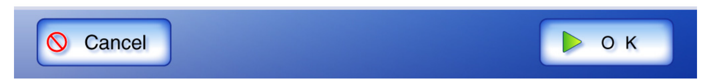
Searchable PDF	Description
No	A searchable PDF is not created.
First Page	Only the first page of the PDF is made searchable.
All Pages	All pages of the PDF are made searchable.
Pages...	Only the specified range of pages in the PDF is made searchable.



- The page numbers set here correspond to those shown on the Preview and "Scan Viewer" windows.
- After pressing the [Pages] button, the "Searchable PDF for Pages" screen appears. Multiple ranges of pages cannot be set.
  1. Press the [Pages] button.
     ➪The "Searchable PDF for Pages" screen appears.
  2. Enter a start page and end page.
     Values between 1 and 999 may be entered.



These numbers are the same as those in the Preview and Scan Viewer.



  3. Press the [OK] button.
- If [First Page], [All Pages], or [Pages] is selected, [Text Recognition Language] can also be selected.
  1. Press the [Text Recognition Language] button.
     ➪The "Text Recognition Language" screen appears.
  2. Select the searchable language for the PDF.
  3. Press the [OK] button.
     ➪This returns you back to the "Searchable PDF" screen. The selected range is displayed to the right of the [Text Recognition Language] button.

4. Press the [OK] button.
   ➪ This returns you to the "Scan Settings" screen. The selected range is displayed to the right of the [Searchable PDF] button.

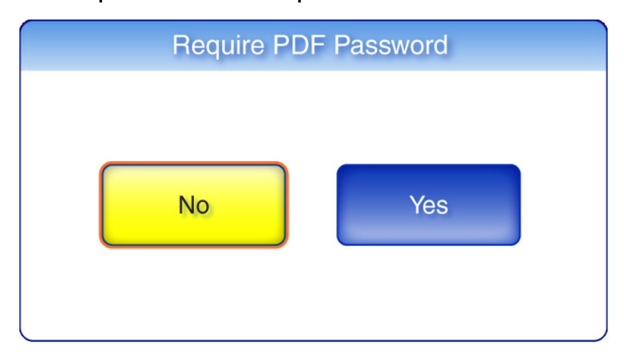
6.9.8 PDF Password

PDF files can be locked with a user-specified password.



The password will need to be entered every time the password protected PDF file is opened. Do not forget or lose this password.

1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [PDF Password] button.
   ⇨ The "Require PDF Password" screen appears.
3. Select whether or not a password is required.



⇨ When [Yes] is selected, the "PDF Password" screen appears.

4. Enter a password and confirm password.

Passwords may be up to 16 characters long.

In addition to alphanumeric characters, spaces and the following symbols can be used:

! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

"Password" and "Confirm Password" are case sensitive.

PDF Password

Caps Lock

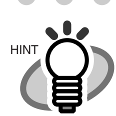
Num Lock

Password :

Confirm Password :

Cancel

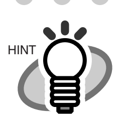
O K



- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
- The "Num Lock" indicator is on if the keyboard's Num Lock is set.

5. Press the [OK] button.

⇨ The PDF will be created with password protection.



On the "Require PDF Password" screen, pressing the [No] button cancels the set password.
The next time a password is set, pressing the [Yes] button enters the previously set password by default.

6.9.9 Compression

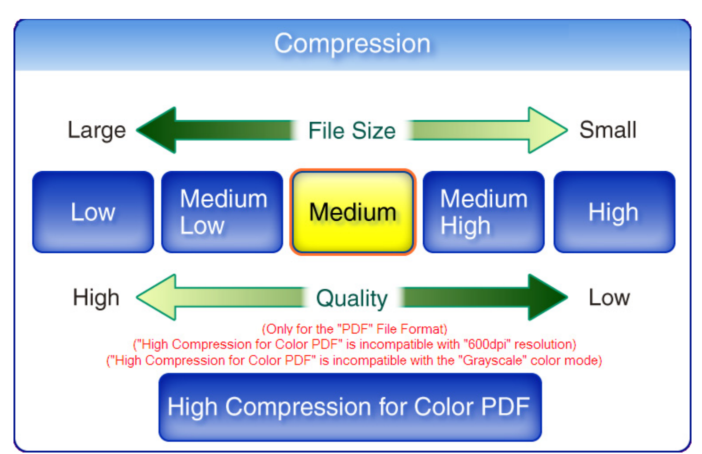
When [Auto], [RGB Color], or [Grayscale] is selected for the "6.9.2 Color Mode" (page 317), it is also possible to set the compression level.
Setting a compression level (1 to 5) reduces the file size when scanning documents such as photographs or figures.
Changing the compression level affects the scanned data in the following ways.

	High compression	Low compression
Quality	Low	High
File size	Small	Large

1. On the "Scan Settings" screen, select the [Save] tab.

2. Press the [Compression] button.
   ➪ The "Compression" screen appears.

3. Select a compression level.
   The lower the selected compression level is, the higher the quality of the resulting scan will be, but at the expense of a larger file.
   When PDF format is selected in "6.9.6 File Format" (page 324), "High Compression for Color PDF" can be used.



   ➪ Selecting a compression level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Compression] button.

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- When "High Compression for Color PDF" is selected, characters and backgrounds on the document are compressed separately. In order to do this, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or pictures since these graphical materials are recognized as background and compressed as such, causing degradation in the scanned image. If this setting is specified, the contrast of the image may become higher.
- If "High Compression for Color PDF" is selected, according to the type of document, the file size may be larger than if a standard compression level is used.
  - Documents with many photographs or figures and only a few characters
  - Complex layout documents with multiple columns
  - Documents which have a background pattern behind characters
- For documents with many characters scanned at 300dpi resolution, a smaller file size than that of High Compression for Color PDF is possible.
- When one color page is scanned, the file size criteria are shown as follows. These numbers are for reference, other documents may vary in size.

  Actual paper size: A4 size (general catalog)

  File format: PDF

  Scanner paper size setting: A4
  - File size (KB) for color files

Resolution	Low	Medium Low	Medium	Medium High	High	High Compression for Color PDF
150dpi	406	232	197	153	94	158
200dpi	647	358	302	238	149	140
300dpi	1319	693	580	448	272	115
600dpi	3827	2034	1736	1377	854	—

  - File size (KB) for grayscale files

Resolution	Low	Medium Low	Medium	Medium High	High	High Compression for Color PDF
150dpi	380	233	186	153	85	—
200dpi	618	373	293	239	133	—
300dpi	1422	825	606	494	245	—
600dpi	3416	2147	1827	1338	720	—



- File size (KB) for black & white files

Resolution	Compression level cannot be selected
150dpi	104
200dpi	176
300dpi	382
600dpi	1430

6

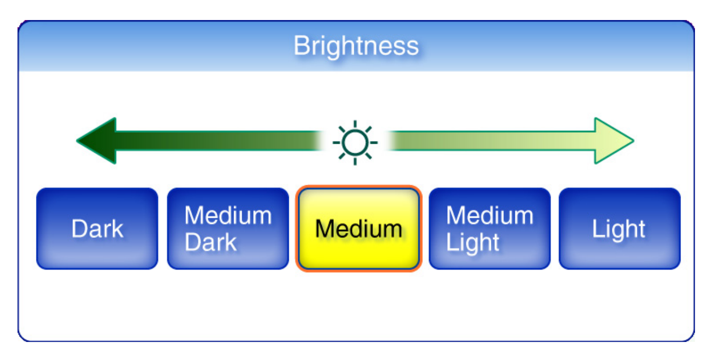
6.9.10 Brightness

The brightness setting can be adjusted to improve the visual appearance of the scanned data.

1. On the "Scan Settings" screen, select the [Quality] tab.

2. Press the [Brightness] button.
   ⇨ The "Brightness" screen appears.

3. Select a brightness level.



   ⇨ Selecting a brightness level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Brightness] button.

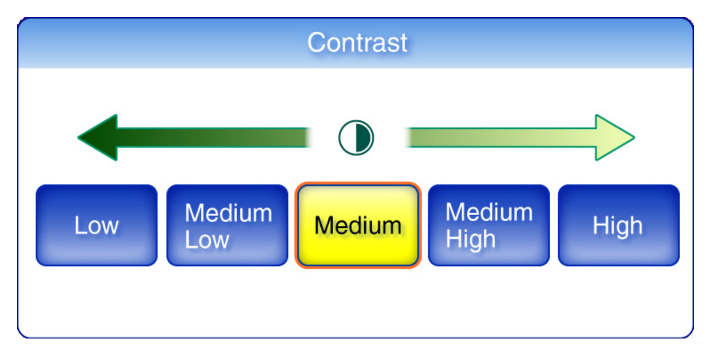
6.9.11 Contrast

The color contrast setting can be adjusted to improve the visual appearance of the scan.

1. On the "Scan Settings" screen, select the [Quality] tab.

2. Press the [Contrast] button.
   ⇨ The "Contrast" screen appears.

3. Select a contrast level.



⇨ Selecting a contrast level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Contrast] button.

6

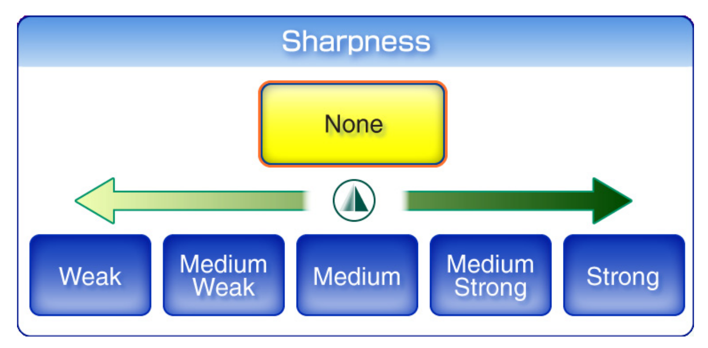
6.9.12 Sharpness

The sharpness setting adjusts the sharpness of characters on an image to improve the visual appearance of the scanned data. When using the sharpness setting, the sharpness level can be adjusted with this setting.

1. On the "Scan Settings" screen, select the [Quality] tab.

2. Press the [Sharpness] button.
   ➪ The "Sharpness" screen appears.

3. If the sharpness setting is to be used, select a sharpness level.



Sharpness	Status
None	Characters are not sharpened.
Weak	Sharpens characters at a weak level
Medium Weak	Sharpens characters at a medium weak level
Medium	Sharpens characters at a medium level
Medium Strong	Sharpens characters at a medium strong level
Strong	Sharpens characters at a strong level

➪ Selecting a sharpness level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Sharpness] button.

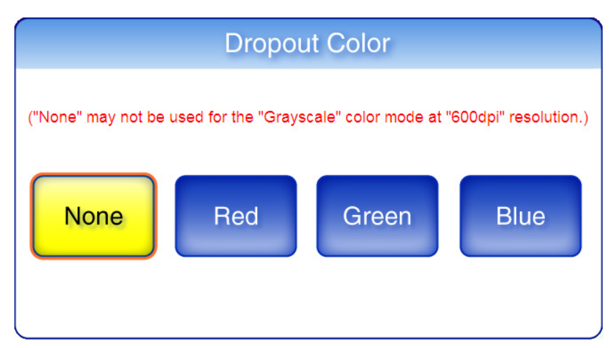
6.9.13 Dropout Color

Selecting either green, red, or blue (primary colors), removes the details of the selected color from a scanned image.
For example, if a document with black characters and a green border is scanned, only the black characters will appear on the scanned image if [Green] is selected at the dropout color.
When using the dropout color setting, the color details to be removed can be selected with this setting.



This setting may not remove colors that are of dark density.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Dropout Color] button.
   ⇨ The "Dropout Color" screen appears.
3. If color details are to be removed, select a color to be used as the dropout color.



Dropout Color	Status
None	Scan without removing any color details.
Red	Scan and remove all red details.
Green	Scan and remove all green details.
Blue	Scan and remove all blue details.

⇨ Selecting a dropout color returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Dropout Color] button.

6

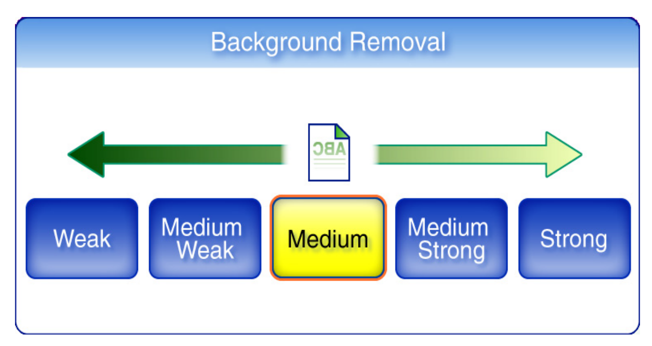
6.9.14 Background Removal

The background of a scanned image can be removed to make image clearer. The level of background removal can be adjusted.

1. On the "Scan Settings" screen, select the [Quality] tab.

2. Press the [Background Removal] button.
   ⇨ The "Background Removal" screen appears.

3. Select a background removal level.



⇨ Selecting a background removal level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Background Removal] button.



When [Image Quality] is selected for "Operating Mode" on the "General Scanner Settings" screen, the background removal level cannot be adjusted. For details, refer to "4.6.14 Setting General Scanner Settings" (page 87).

6.9.15 Blank Page Skip

The scan process can be set to skip any blank pages in the scanned document.
For example, when a stack of documents containing both two-sided and one-sided documents is scanned in duplex scan mode, this feature removes only the reverse side (i.e. blank page) of one-sided documents from the scanned data.

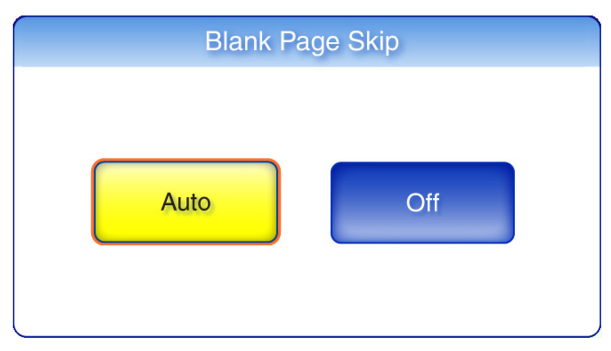


- If the Brightness setting (see "6.9.10 Brightness" (page 334)) is set to [Dark] or [Medium Dark], blank pages may not be recognized as such by the scanner.
- No scanned data is produced if all of the sheets in the document stack are recognized as blank pages.
- The following types of documents may be accidentally recognized as blank pages.
  Before discarding the scanned documents, check for pages accidentally removed from the scanned data. If any pages have been removed, the document may need to be re-scanned.
  - Almost blank pages containing only a few characters
  - Page of only one color (including black), without any patterns, lines, or characters.

1. On the "Scan Settings" screen, select the [Advanced] tab.

2. Press the [Blank Page Skip] button.
   ⇨ The "Blank Page Skip" screen appears.

3. Select whether or not blank pages are to be skipped.



⇨ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Blank Page Skip] button.

6.9.16 Page Orientation

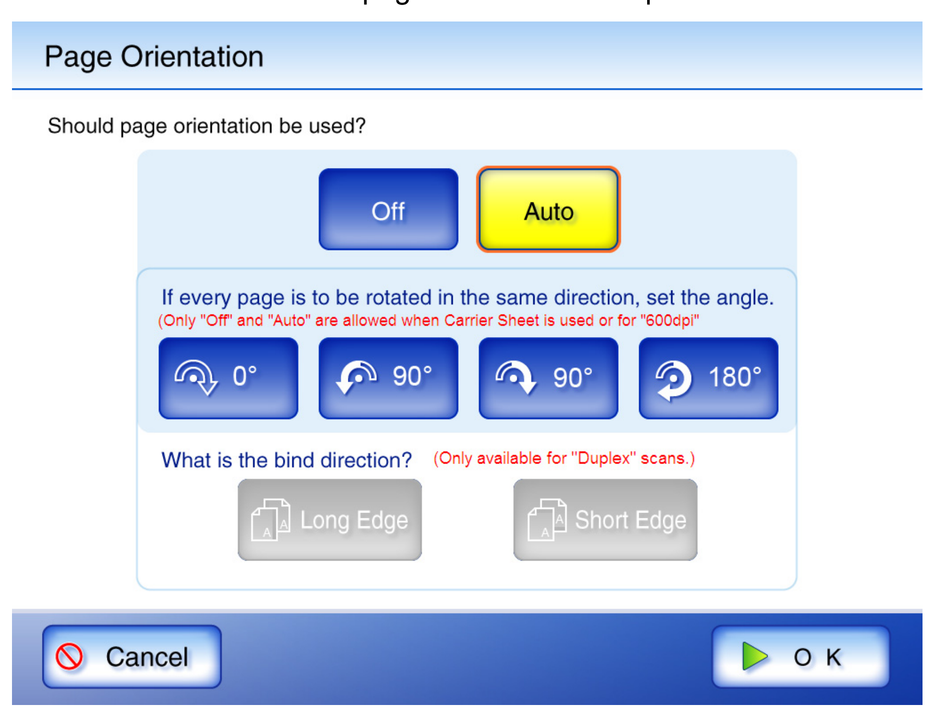
Automatically rotates each scanned data page that contains text through 0°, 90°, 180°, or 270°, so the text is upright.



This function determines a document orientation based on Roman characters printed on the document. Therefore, it may not work properly for the following kinds of documents: When scanning such documents, do not set automatic page orientation.

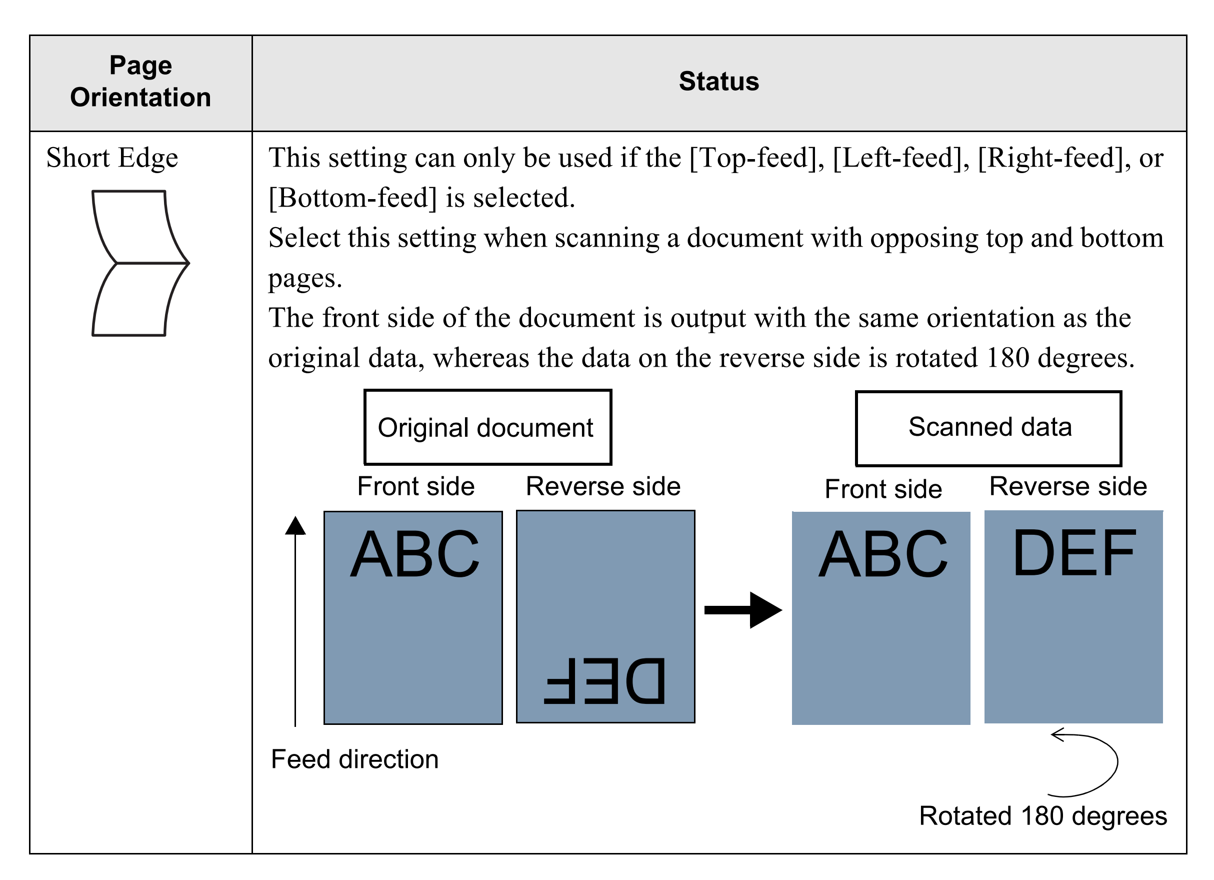
- Documents with many extremely large/small characters
- Documents on which the pitch of lines or characters is extremely narrow, or characters overlap
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and only a few characters
- Documents which have a background pattern behind characters
- Documents with characters printed in various direction (e.g. plans)
- Documents written in languages other than English
- Documents with only capital letters
- Handwritten documents
- Unclear or smeared characters

1. On the "Scan Settings" screen, select the [Advanced] tab.
2. Press the [Page Orientation] button.
   ➪ The "Page Orientation" screen appears.
3. Select whether or not automatic page orientation is required.



Page Orientation	Status
Off	Scanned page is not automatically rotated.
Auto	Automatically rotates scanned page.
Top-feed 0°	Scanned page is not rotated.
Left-feed 90°	Rotates scanned page 90 degrees left.
Right-feed 90°	Rotates scanned page 90 degrees right.
Bottom-feed 180°	Rotates scanned page 180 degrees.
Long Edge	This setting can only be used if the [Top-feed], [Left-feed], [Right-feed], or [Bottom-feed] button is selected. Select this setting when scanning a document with opposing left and right pages. The scanned data is output with the same orientation as the original document. Original document: Front side ABC, Reverse side DEF → Scanned data: Front side ABC, Reverse side DEF Feed direction

6



Page Orientation	Status
Short Edge	This setting can only be used if the [Top-feed], [Left-feed], [Right-feed], or [Bottom-feed] is selected. Select this setting when scanning a document with opposing top and bottom pages. The front side of the document is output with the same orientation as the original data, whereas the data on the reverse side is rotated 180 degrees.

⇨ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Page Orientation] button.



Irrespective of what page orientation is decided, pages may still be manually rotated as desired in the "Scan Viewer" screen.
For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

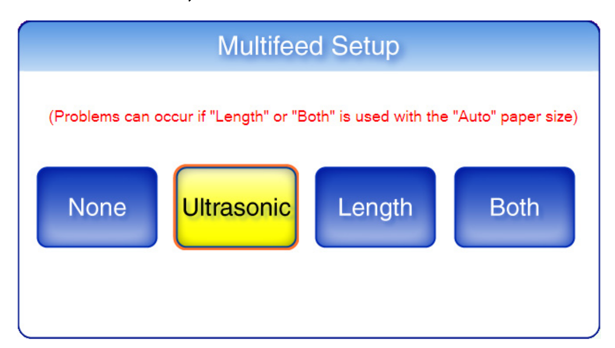
6.9.17 Multifeed Detection (Layer and Length)

"Multifeed" is an error that occurs when two or more sheets are fed simultaneously into the scanner by the ADF. The scanner can be set to detect multifeeds and stop the scan with an error message. Multifeeds are to be detected by layer and length. The following explains how to set whether or not multifeeds are to be detected, and setup multifeed detection method.
For multifeed requirements, refer to "A.5 Multifeed Detection Conditions" (page 428).

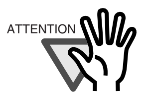
1. On the "Scan Settings" screen, select the [Advanced] tab.

2. Press the [Multifeed Setup] button.
   ➪ The "Multifeed Setup" screen appears.

3. If mutlifeeds are to be detected, select which detection method is to be used.



Multifeed Setup	Status
None	Multifeeds are not detected. If scanning plastic cards, select [None]. For more details about scanning plastic cards, refer to "A.2 Paper Requirements" (page 423).
Ultrasonic	Multifeeds are detected by layer.
Length	Multifeeds are detected by length.
Both	Multifeeds are detected by both layer and length.



An error will occur if the [Length] or [Both] multifeed setting is used with the [Auto] paper size, and the document bundle being scanned contains different size pages.

➪ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Multifeed Setup] button.

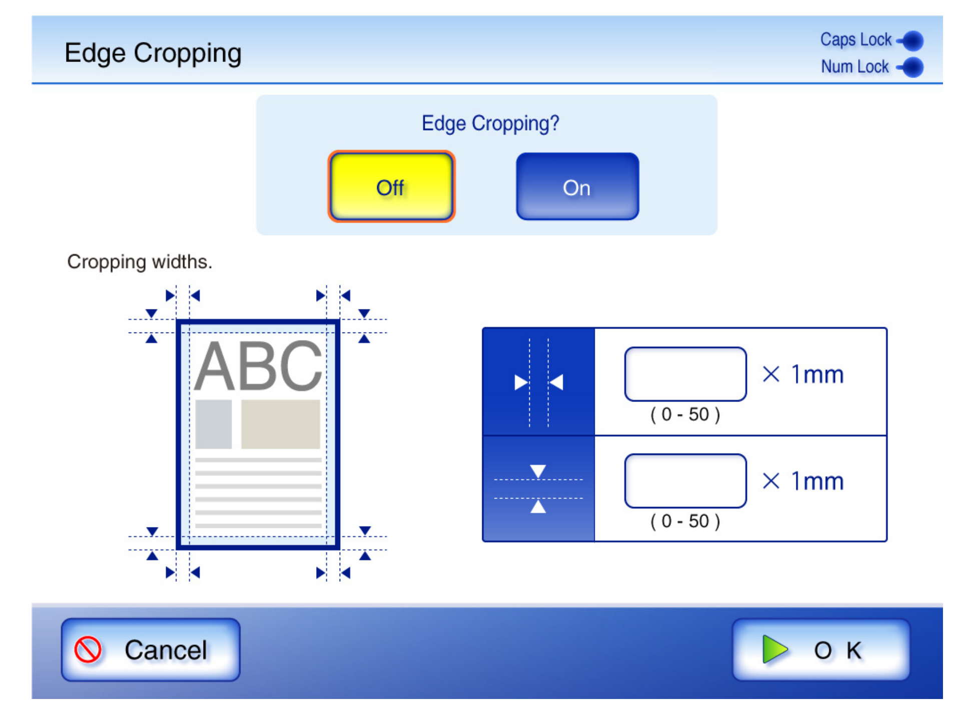
6.9.18 Edge Cropping

For scanned data, the width of the area for edge cropping can be adjusted, so that unwanted sections are not scanned.
If using edge cropping, the width of the edges to be cropped can be adjusted with this setting.

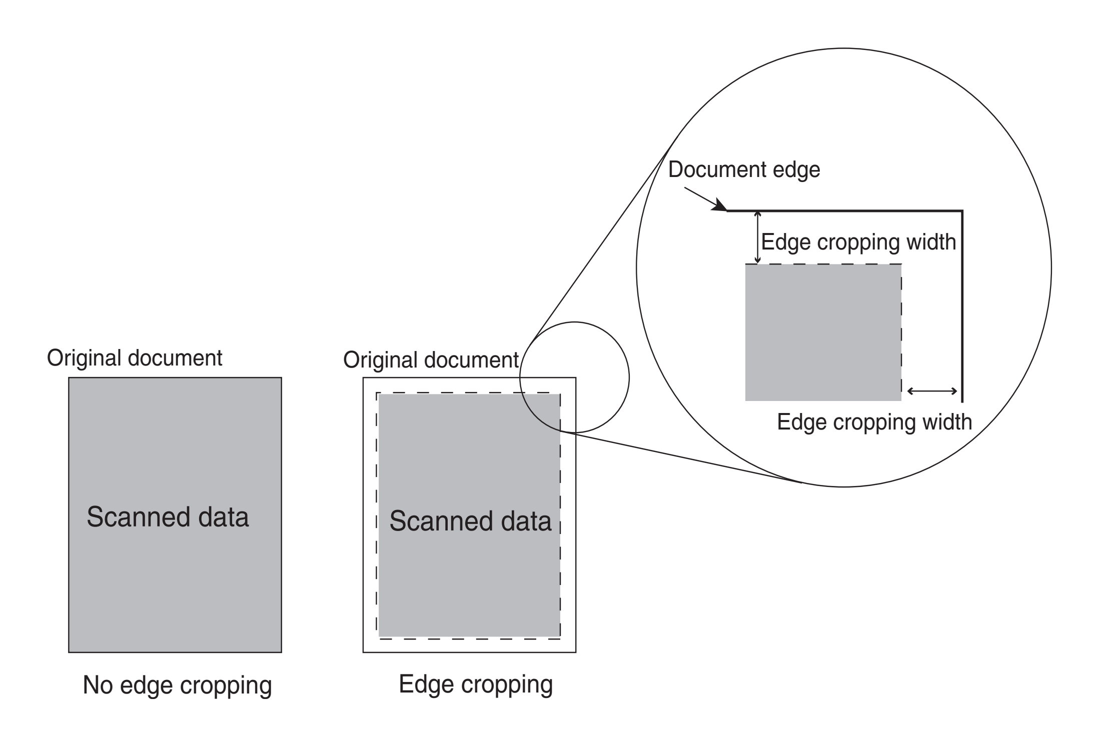
1. On the "Scan Settings" screen, select the [Advanced] tab.

2. Press the [Edge Cropping] button.
   ⇨ The "Edge Cropping" screen appears.

3. If edge cropping is to be used, enter the width of the edges to be cropped.



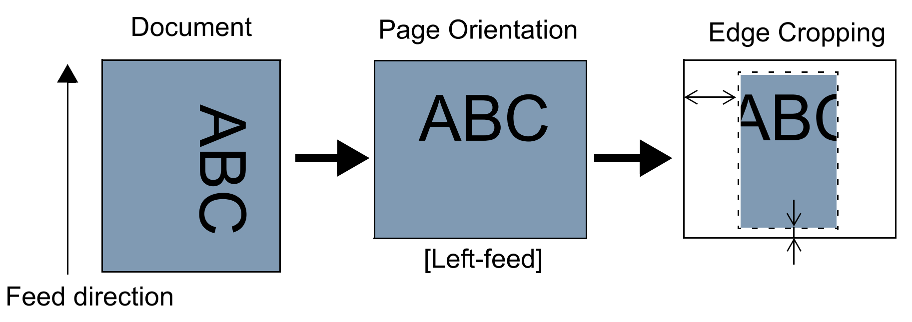
Edge Cropping Setup	Status
Off	Scan without cropping edges.
On	Scan and crop edges. Enter a value for Top/Bottom and Left/Right from 0 to 50. Enter values in units of 1mm.



4. Press the [OK] button.
   ⇨ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Edge Cropping] button.



- If the edge cropping width (top to bottom/left to right edge cropping width total) is larger than the document, the edge cropping setting is not applied.
- If page orientation is set, edge cropping is performed after the document orientation is corrected. In the following example, [Left-feed] is selected for page orientation.

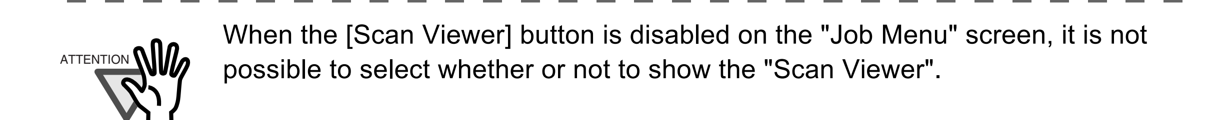


6

6.10 Enabling/Disabling the Scan Viewer

The "Scan Viewer" can be set to appear before the scanned data is processed.
The scanned data can be checked and edited on the "Scan Viewer". For details, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).
If desired, in the following screens, the "Scan Viewer" can be set to be appear before the scanned data is finally processed.

- "Send e-Mail" screen
- "Send Fax" screen
- "Print" screen
- "Save" screen
- "Scan to SharePoint" screen
- "Job Menu" screen

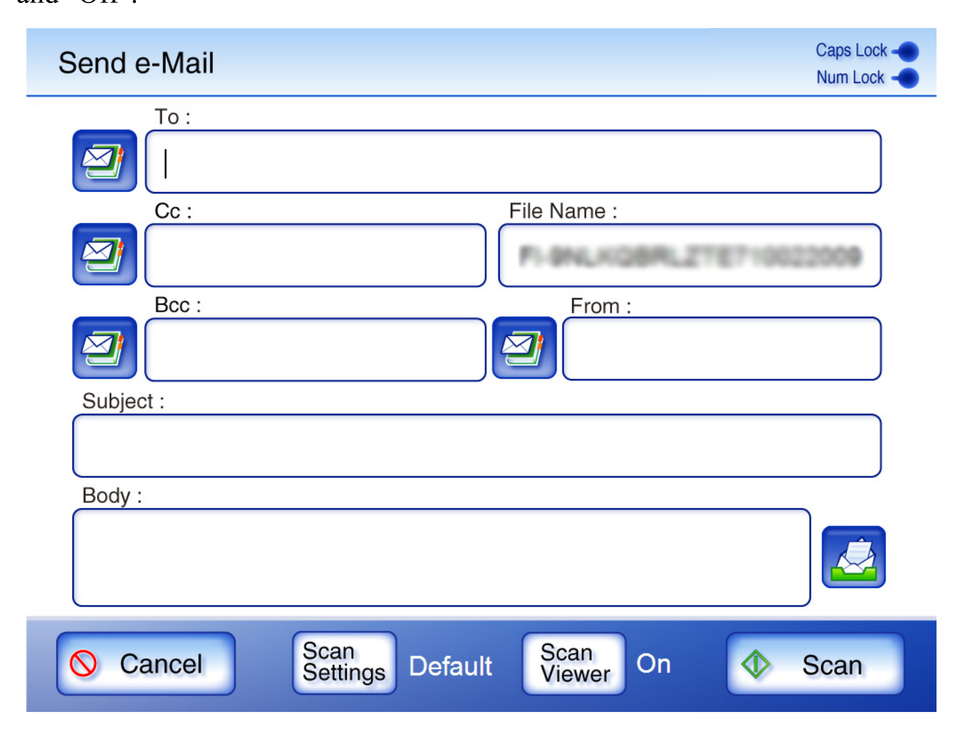


When the [Scan Viewer] button is disabled on the "Job Menu" screen, it is not possible to select whether or not to show the "Scan Viewer".

The following explains how to enable or disable the "Scan Viewer" using the "Send e-Mail" screen.

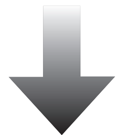
1. On the "Send e-Mail" screen, press the [Scan Viewer] button.

⇨ Pressing the [Scan Viewer] button will toggle the setting back and forth between "On" and "Off".

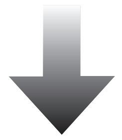


Operations after scanning vary according to whether the "Scan Viewer" is set to "On" or "Off". If sending an e-mail, scan operation proceeds as follows:

When "Scan Viewer" is "On" and sending an e-mail	When "Scan Viewer" is "Off" and sending an e-mail
On the "Send e-Mail" screen, press the [Scan] button.	On the "Send e-Mail" screen, press the [Scan&Send] button.

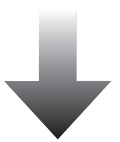


Documents are scanned.

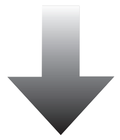


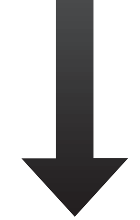
The scanned data is shown on the "Scan Viewer" screen and may be edited.





On the "Scan Viewer" screen, check and edit the scanned data, and then press the [Send] button.





The scanned data is sent as an e-mail attachment.

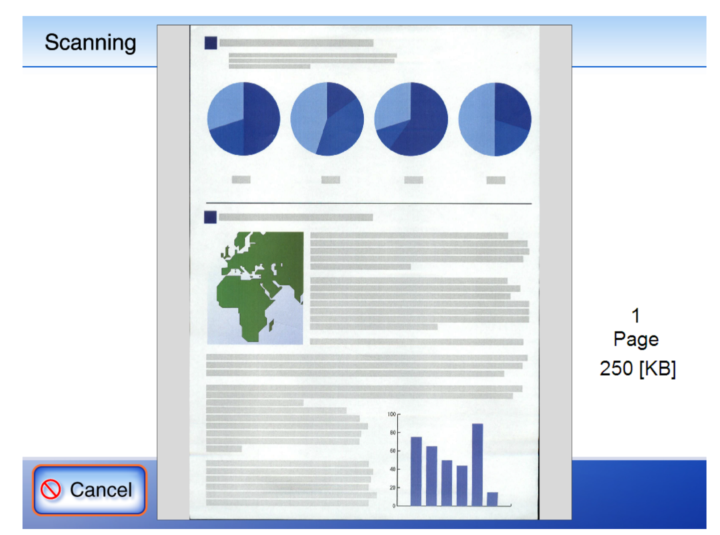
6



- During the scan, the following screen is shown.
  The file size is shown in units of 10KB on the right of the screen.
  If "High Compression for Color PDF" has been selected, the pre-compression file size is shown.
  Note that because the final output file has not been created yet, the actual file size may differ from the estimated value shown.
  Also note that skipped blank pages are not included in the total file size page count.



- When the "Scan Viewer" is set to "Off", after the last page has been scanned, the [Cancel] button is displayed for 5 seconds.



If the [Cancel] button is pressed, a confirmation message appears. When the [OK] button is pressed, the scanned data is deleted and the screen returns to one of the following:

- Send e-Mail
- Send Fax
- Print
- Save
- Scan to SharePoint
- Job Menu

6.11 Editing the Scanned Data in the Scan Viewer

When the "Scan Viewer" is set to "On", the scanned data can be checked and edited in the "Scan Viewer".

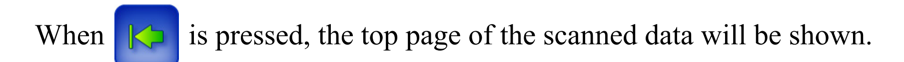


6

6.11.1 Viewing a Scanned Page

The scanned data shown in the "Scan Viewer" screen can be displayed as actual or reduced size. The scanned data can be moved by dragging it across the screen.

1. On the "Scan Viewer" screen, use the following buttons to scroll though the pages of scanned data.



When is pressed, the top page of the scanned data will be shown.

When is pressed, the previous page of the scanned data will be shown.

When is pressed, the next page of the scanned data will be shown.

When is pressed, the last page of the scanned data will be shown.

2. Check the contents of the page shown.

When 100% is pressed, the scanned data will be shown without any magnification or reduction.

When is pressed, the width of the scanned data will be scaled to fit the "Scan Viewer" screen.

When is pressed, the height of the scanned data will be scaled to fit the "Scan Viewer" screen.

6.11.2 Rotating a Scanned Page

The scanned data showed on the "Scan Viewer" screen can be rotated 90 degrees right or left, or 180 degrees.
If the scanned data is rotated 90 degrees, the edited scanned data, in its rotated condition, can be sent as an e-mail attachment, by fax, print, or saved to a network folder.

1. On the "Scan Viewer" screen, use the following buttons to display the page you wish to rotate.

   When is pressed, the top page of the scanned data will be shown.

   When is pressed, the previous page of the scanned data will be shown.

   When is pressed, the next page of the scanned data will be shown.

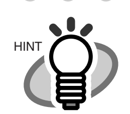
   When is pressed, the last page of the scanned data will be shown.

2. Press either [90°] or the [180°] button.

   When is pressed, the page is rotated 90 degrees to the left.

   When is pressed, the page is rotated 90 degrees to the right.

   When is pressed, the page is rotated 180 degrees.



The actual scanned data is updated to include the rotated page as soon as the button is pressed.
If the [Cancel] button is pressed, all the scanned data is deleted and the screen returns to one of the following.

- Send e-Mail
- Send Fax
- Print
- Save
- Scan to SharePoint
- Job Menu

6.11.3 Adding a Scanned Page

On the "Scan Viewer" screen, an additional page can be scanned.

1. Load the documents into the ADF paper chute.

2. On the "Scan Viewer" screen, press the [Scan More] button.

   ⇨ Scanning starts.

   Each page is briefly shown on the screen as it is scanned.
   Any additionally scanned pages are added after the current scanned data. The page numbers of additional pages will follow on from the last page of the current scanned data.
   The maximum number of pages that can be scanned is 100 for a print operation, and 999 for other operations.
   When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
   Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
   When the scan has completed, the "Scan Viewer" screen opens and shows any additionally scanned pages.

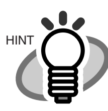
6.11.4 Deleting a Scanned Page

Specified pages can be deleted from the scanned data shown on the "Scan Viewer" screen.
If specified pages are deleted, the remaining scanned data is sent as an e-mail attachment, by fax, print, or saved to a network folder, without the deleted pages.

1. On the "Scan Viewer" screen, press the [Previous] or [Next] button to display the page you wish to delete.

2. Press the [Delete] button.
   ⇨ A confirmation message appears.

3. Press the [OK] button.
   ⇨ The page is deleted.



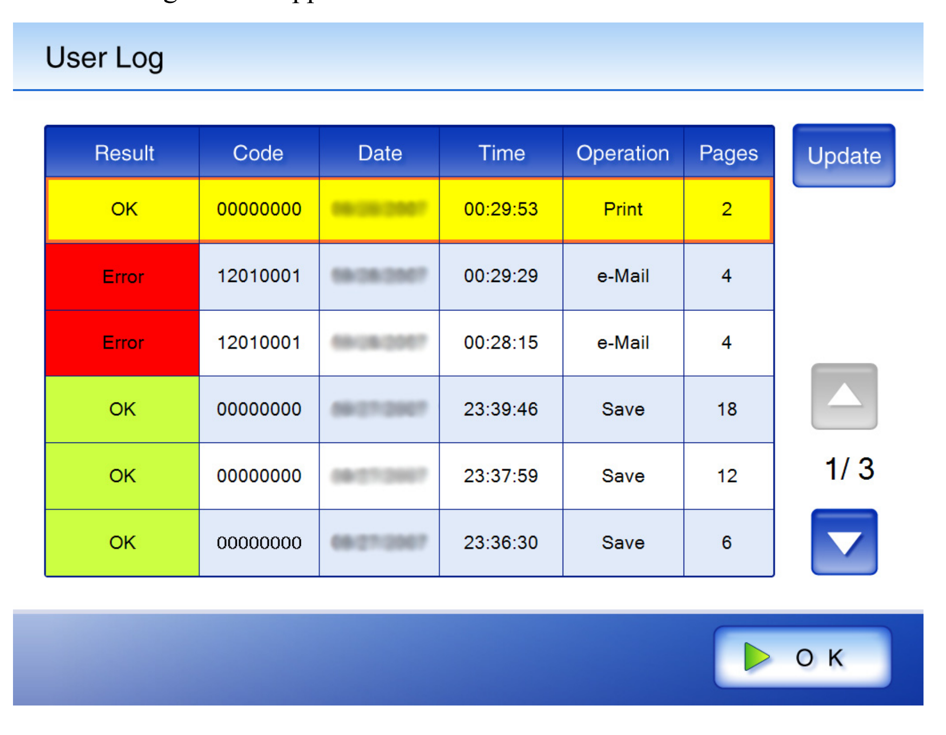
- If the scanned data consists of only one page, that page cannot be deleted. To re-scan the document, press the [Cancel] button.
- The deleted page is removed from the actual scanned data as soon as the button is pressed, so this procedure can not be undone.
- If the [Cancel] button is pressed, a confirmation message appears. When the [OK] button is pressed, the scanned data is deleted and the screen returns to whichever one of the following it came from:
  - Send e-Mail
  - Send Fax
  - Print
  - Save
  - Scan to SharePoint
  - Job Menu

6.12 Checking the User Log

The latest 100 user operation logs are shown for the current user.
Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

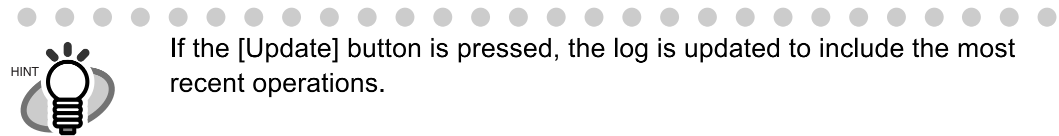
1. On the "Main Menu" or "Job Menu" screen, press the [User Log] button.

   ➪ The "User Log" screen appears.



2. Select the log you wish to view.

   ➪ The details of the selected log are displayed.
   Pressing the [OK] button returns to the "User Log" screen.



If the [Update] button is pressed, the log is updated to include the most recent operations.

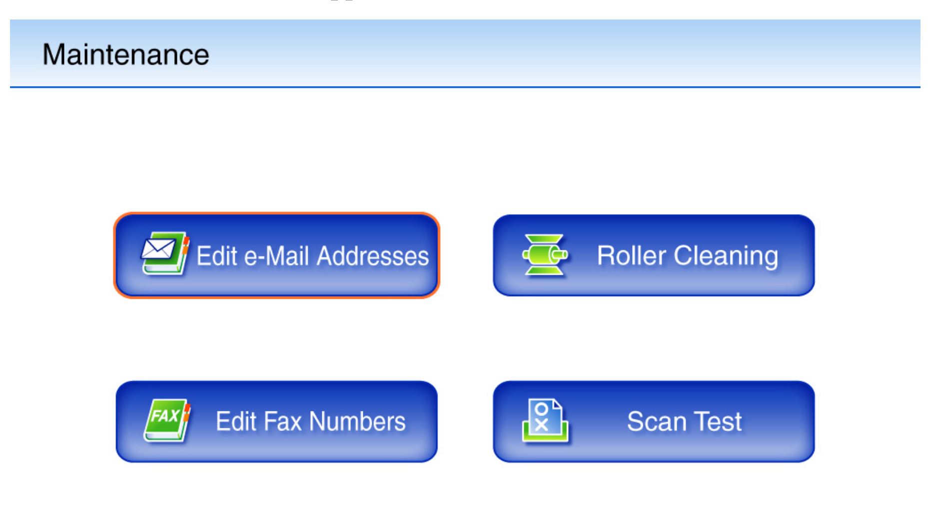
The following information is shown.

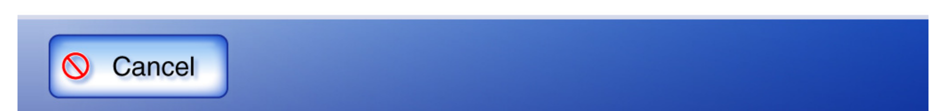
Info	Info options	Description
Result	In Progress	Currently processing a scan operation.
	OK	Operation completed successfully.
	Error	Operation failed to complete successfully.
Code	xxxxxxxx	Shows a code for each operation. For details, refer to "E.2 Regular User Messages" (page 469).
Date	MM/dd/yyyy dd/MM/yyyy yyyy/MM/dd	Shows the date of each operation (format specified on the Date/Time screen is used). For details, refer to "4.6.5 Setting the Date/Time" (page 64).
Time	hh:mm:ss	Shows the time of each operation.
Operation	e-Mail	The scanned data is sent as an e-mail attachment.
	Fax	The scanned data is sent as a fax.
	Print	The scanned data is sent to the print server, and the sending status is shown in the "Result" column until the scanned data is completely sent to the print server.
	Save	Scanned data is saved in a network folder.
Pages	xxx	Shows the number of pages scanned.
Description	xxxxxxxxxxxxxxxx	Shows the status and description of the operation.

6.13 Maintenance

1. On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button.

   ➪ The "Maintenance" screen appears.



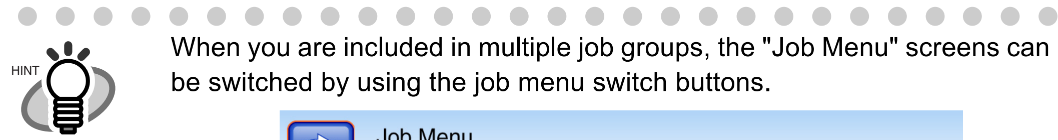


- Pressing the [Edit e-Mail Addresses] button opens the "e-Mail Address Book" screen.
  e-Mail addresses can be added, edited, or deleted on the "e-Mail Address Book" screen.
  For details, refer to "6.4.2 Adding an e-Mail Target to the e-Mail Address Book" (page 268), "6.4.3 Editing an e-Mail Target in the e-Mail Address Book" (page 271), or "6.4.4 Deleting an e-Mail Target from the e-Mail Address Book" (page 273).
- Pressing the [Edit Fax Numbers] button opens the "Fax Number List" screen.
  Fax numbers can be added, edited, or deleted on the "Fax Number List" screen.
  For details, refer to "6.5.2 Adding a Contact to the Fax Number List" (page 279), "6.5.3 Editing a Contact in the Fax Number List" (page 281), or "6.5.4 Deleting a Contact from the Fax Number List" (page 282).
- Pressing the [Roller Cleaning] button opens the "Roller Cleaning" screen.
  The "Roller Cleaning" screen allows the feed rollers to be step rotated for cleaning.
  For details, refer to "Feed rollers" (page 374).
- Pressing the [Scan Test] button starts scan test. Scanned data can be checked on the "Scan Viewer" screen.
  Use this to check that the scanner scans normally.
  For more details about the "Scan Viewer" screen, refer to "7.8 Performing a Scan Test" (page 391).

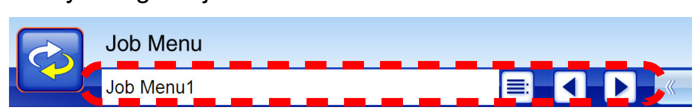
6.14 Processing a Job

This section uses an example where buttons from [Job1] to [Job6] have been set.

1. On the "Job Menu" screen, press the [Job] button.

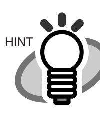


When you are included in multiple job groups, the "Job Menu" screens can be switched by using the job menu switch buttons.





⇨ The "Message Screen" appears.



- If either the title or message is not set in [Message Screen] on the "Job Details" window, even if the [Message Screen] button is set to [On], the "Message Screen" will not be shown. For more details, refer to Step 4 of "4.11.2 Setting a Job Sequence" (page 194).
- If "Off" is selected for the [Message Screen] button, scanning is started without showing the "Message Screen", and the job is processed. For more details, refer to "6.14.1 Enabling/Disabling the Message Screen" (page 361).
- When the [Message Screen] button is disabled, whether or not the "Message Screen" is shown depends on the settings configured by the administrator.

2. Press the [Scan] button on the "Message Screen".

⇨ Scanning starts.

Each page is briefly shown on the screen as it is scanned.
When the scan has completed, the "Scan Viewer" opens.
For more details about the "Scan Viewer", refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).



- When "Off" is set, the "Scan Viewer" is not shown.
- When a file name can be changed, the "File Name" screen is shown before a scan. For more details, refer to "6.14.2 Changing a File Name (for Save/e-Mail Attachment)" (page 363).
- When the setting of the "Scan Count" can be changed, the "Scan Count" screen is shown before a scan. For more details, refer to "6.14.3 Checking the Number of Sheets to Be Scanned" (page 364).

3. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to "6.11 Editing the Scanned Data in the Scan Viewer" (page 349).

4. Press the [OK] button on the "Scan Viewer".

⇨ The data is processed according to the specified job.

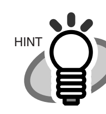
While the job is being processed, the process is shown in real time on the "Job Progress" screen.

Job Progress

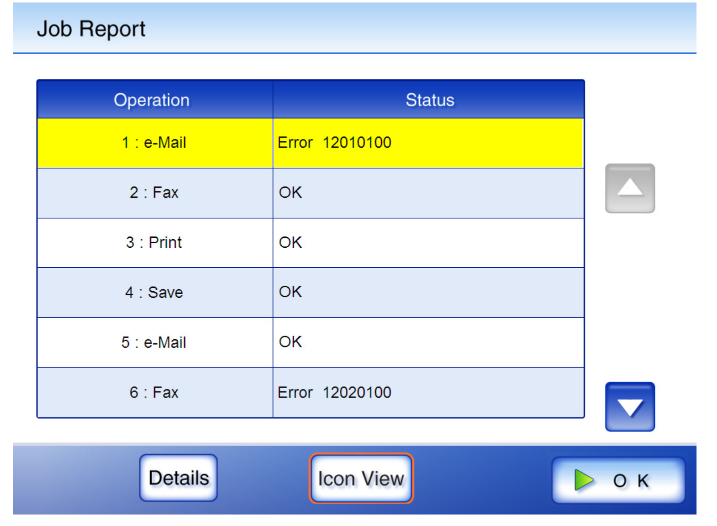




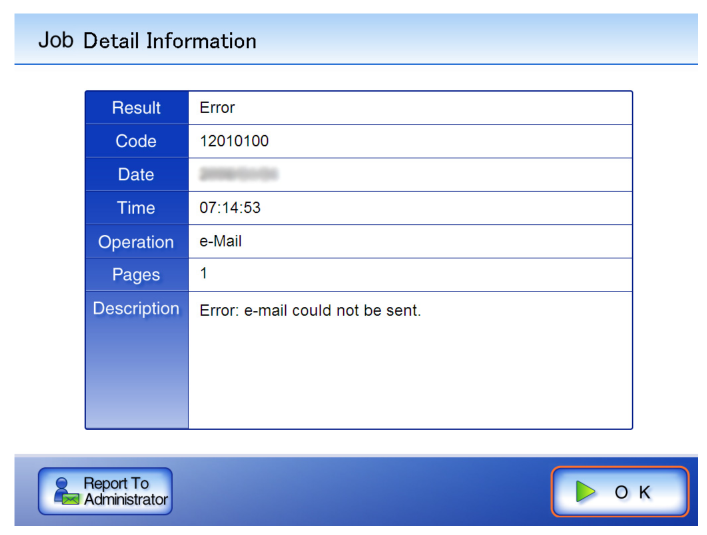
Icon				Used to...
e-Mail	Fax	Print	Save	
				Show the current item in process (big icon).
				Show items waiting to be processed.
				Show items which have completed successfully.
				Show items which have not completed successfully.
				Show items which have been canceled.



- To view the job report, press the [Job Report] button on the "Job Progress" screen.



- To view detailed information for the job report, select a function name on the "Job Report" screen and press the [Details] button.

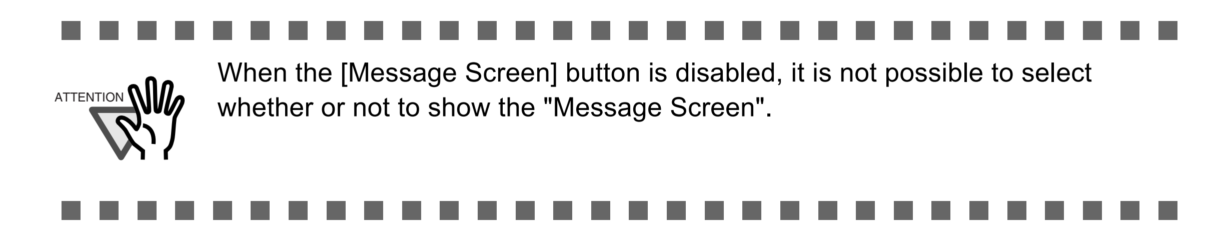


- If the status is shown as "Error", the [Report To Administrator] button is shown on the "Job Report Details" screen. Press the [Report To Administrator] button to send detailed information of the job report to an administrator by e-mail. (The e-mail address is the "Notification e-Mail Address" set on the administrator "Alert Notification" screen.)

⇨ If the job sequence is processed successfully, the LCD touch panel screen returns to the "Job Menu".
If an error occurs during the job process, press the [OK] button on the "Job Progress" or "Job Report" screen. Pressing the [OK] button returns to the "Job Menu".

6.14.1 Enabling/Disabling the Message Screen

You can select whether to show the "Message Screen" for checking the contents of a job.

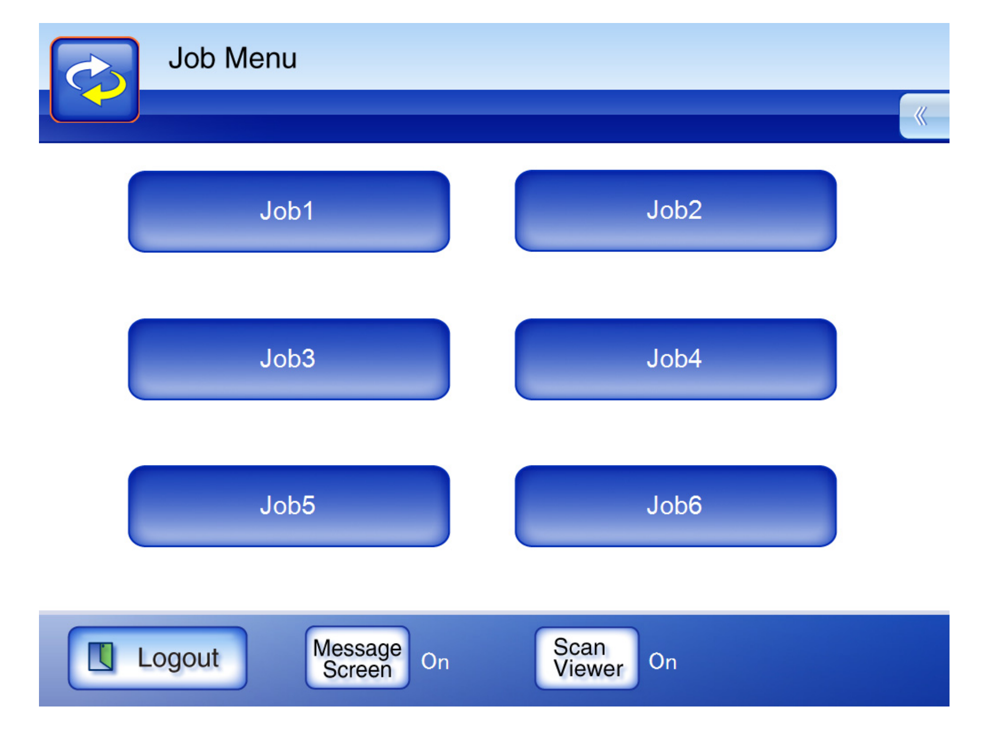


When the [Message Screen] button is disabled, it is not possible to select whether or not to show the "Message Screen".

This section uses an example where buttons from [Job1] to [Job6] have been set.

1. On the "Job Menu" screen, press the [Message Screen] button.

⇨ If the [Message Screen] button is set to "Off", pressing the button will change it to "On", and vice-versa.



6

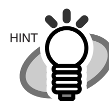
Operations differ according to whether the [Message Screen] button is "Off" or "On".

- If a job sequence is processed when the [Message Screen] button is set to "On", the "Message Screen" will be shown.

Processing Job1.

1.e-Mail
2.Fax
3.Print
4.Save
5.e-Mail
6.Fax
7.Print
8.Save
9.e-Mail
10.Fax



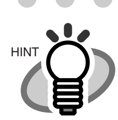


After checking the message, press the [Scan] button to start the scan. If any further job setup steps are required, press the [OK] button that appears instead.

- If a job sequence is processed when the [Message Screen] button is set to "Off", the job will be processed without showing the "Message Screen".

6.14.2 Changing a File Name (for Save/e-Mail Attachment)

When a job is processed, file names to be used when saving or attaching scanned data to an e-mail can be changed.



It is not possible to change a file name when the "File Name" screen is set not to be shown.

1. Press a job button on the "Job Menu" screen.

2. On the "File Name" screen, enter the file name for the scanned data to be saved or sent by e-mail.

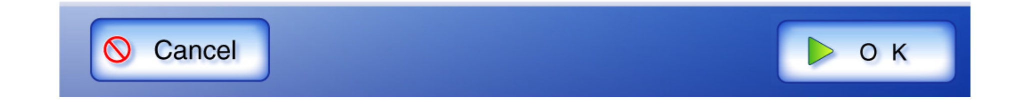
   File names may be up to 128 characters long. \ and / are used as folder separator characters.
   The following symbols cannot be used.
   : * ? " < > |
   The default value is the file name specified in the "Common File Name" input field on the "Job Details" window. For details, refer to "4.11.2 Setting a Job Sequence" (page 194).

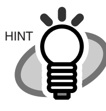


Enter the file name to be used for the scan data.



A sequence number will be appended to the file name.





- When sequence numbers are set to be appended to file names, a sequence number is appended to the end of the default file name. The guidance message "A sequence number will be appended to the file name." is shown on the screen.
- A sequence number will not be appended to a file name that has been edited.
- After entering the file name, press the [Scan] button to start the scan. If any further job setup steps are required, press the [OK] button that appears instead.

6.14.3 Checking the Number of Sheets to Be Scanned

When a job is processed, the expected number of sheets to be scanned can be specified, so that the actual number of scanned sheets can be checked after a scan.

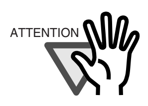


For either of the following settings, the "Scan Count" screen is not shown.

- The "Scan Count" is not to be checked
- The "Scan Count" is to be checked, but the "Scan Count" screen is set not to appear (The [Allow per-Job adjustment] checkbox in the "Check the Scan Count" on the "Job Details" window is disabled)

1. Press a job button on the "Job Menu" screen.

2. On the "Scan Count" screen, enter the number of sheets that are to be scanned, between 1 and 999.

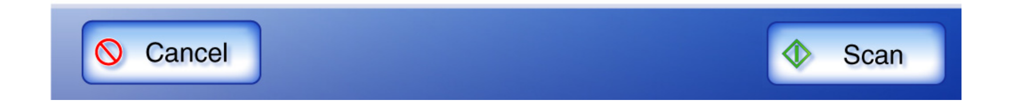


- When [Print] is included in the job sequence, the number of sheets to be scanned can be set within the range of 1 to 100, but not 1 to 999.
- For printing, the maximum number of pages that can be scanned at once is 100, and for the other operations it is 999. Make sure not to set a value that exceeds the maximum number when performing a duplex scan.

Scan Count

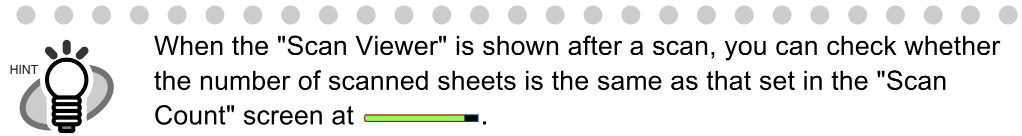
Enter the number of sheets that are to be scanned.

Expected Count: 5 sheets (1-999)

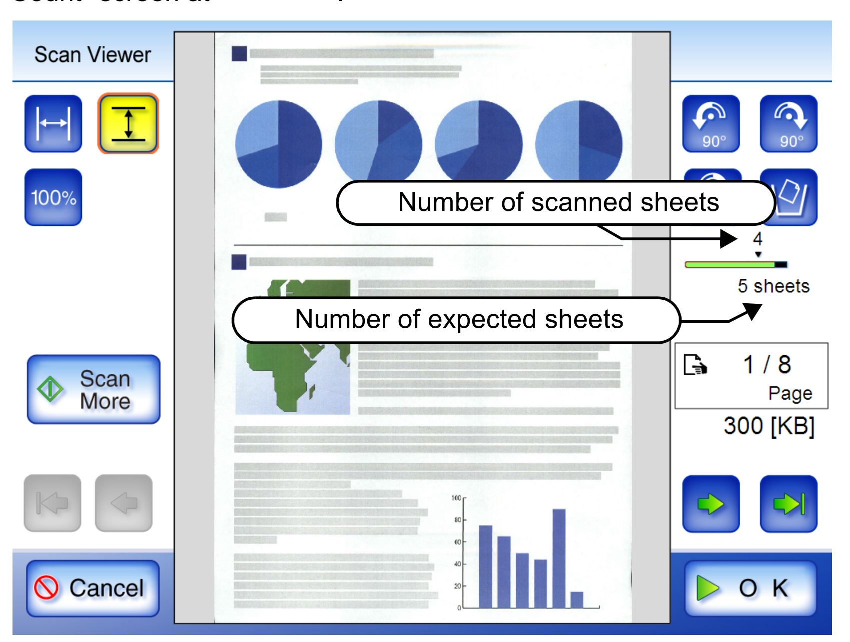


3. Press the [Scan] button.

⇨ Scanning starts.



When the "Scan Viewer" is shown after a scan, you can check whether the number of scanned sheets is the same as that set in the "Scan Count" screen at ▬▬▬.



Even if pages are deleted on the "Scan Viewer", the number of scanned sheets is not changed.

After scanning has completed, the following confirmation screen is shown if the number of scanned sheets is set to be checked. Contact the administrator to change the setting of whether or not to check the scan count. For more details, refer to "4.11.2 Setting a Job Sequence" (page 194).

The Scan Count is as follows:

Scanned: 4 sheets
Expected: 5 sheets

Press the "OK" button to continue the scan, the "Cancel" button to end it, or the "Scan More" button to add further pages.







When the [Scan More] button is shown, press the button to add further pages.

To continue, press the [OK] button.
To cancel the process and delete the scanned data, press the [Cancel] button.

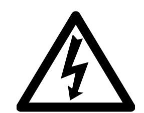
Chapter 7

Scanner Care

Admin User

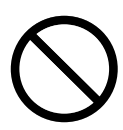
This chapter describes how to clean the scanner and replace parts in order to maintain the scanner in optimum scanning condition.






The glass scanner windows inside the ADF can become hot when the scanner is used.
Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes.
The power does not need to be turned off when cleaning the feed rollers.





Do not use any aerosol sprays or alcohol based sprays to clean the scanner.
Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.
Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

7

7.1 Cleaning

7.1.1 Cleaning Materials

The following table shows the cleaning materials to be used with this scanner.

Item	Part No.	Remarks
Cleaner F1	PA03950-0352	1 bottle (100 ml) Used to moisten the cloths before wiping parts clean.
Cleaning Paper	CA99501-0012	1 pack (10 sheets) For use with Cleaner F1.
Cleaning Wipe	PA03950-0419	1 pack (24 sheets) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Soft, dry cloth	Any commercially available lint-free product	

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider to obtain these products.
For more details, refer to the following web page:
http://imagescanner.fujitsu.com/g-support.html

7.1.2 Which Parts and When

Clean all parts after every 1,000 sheets scanned.

- Pad assy
- Feed rollers
- Pick roller
- Idler rollers
- Glass scanner windows
- Ultrasonic sensors



The scanner must be cleaned more frequently when the following types of documents are used:

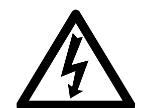
- Coated paper
- Documents with large areas of printing
- Chemically treated paper such as carbonless paper
- Paper containing large amounts of calcium carbonate filler
- Documents written in pencil
- Documents with insufficiently fused toner

7

7.2 Cleaning the ADF

The ADF should be cleaned after approximately every 1,000 scanned sheets. However, this criteria varies according to the type of documents scanned. For example, it may be necessary to clean the ADF more frequently when documents with insufficiently fused toner are scanned.







The glass scanner windows inside the ADF can become hot when the scanner is used.
Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes.
The power does not need to be turned off when cleaning the feed rollers.

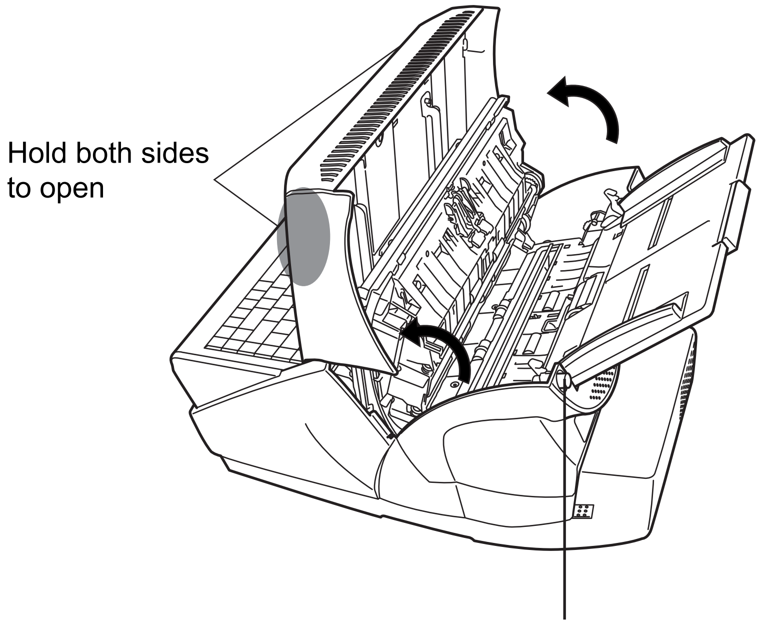




When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

7.2.1 Cleaning the ADF

1. Push the ADF release button, then hold both sides of the top cover and lift it open.

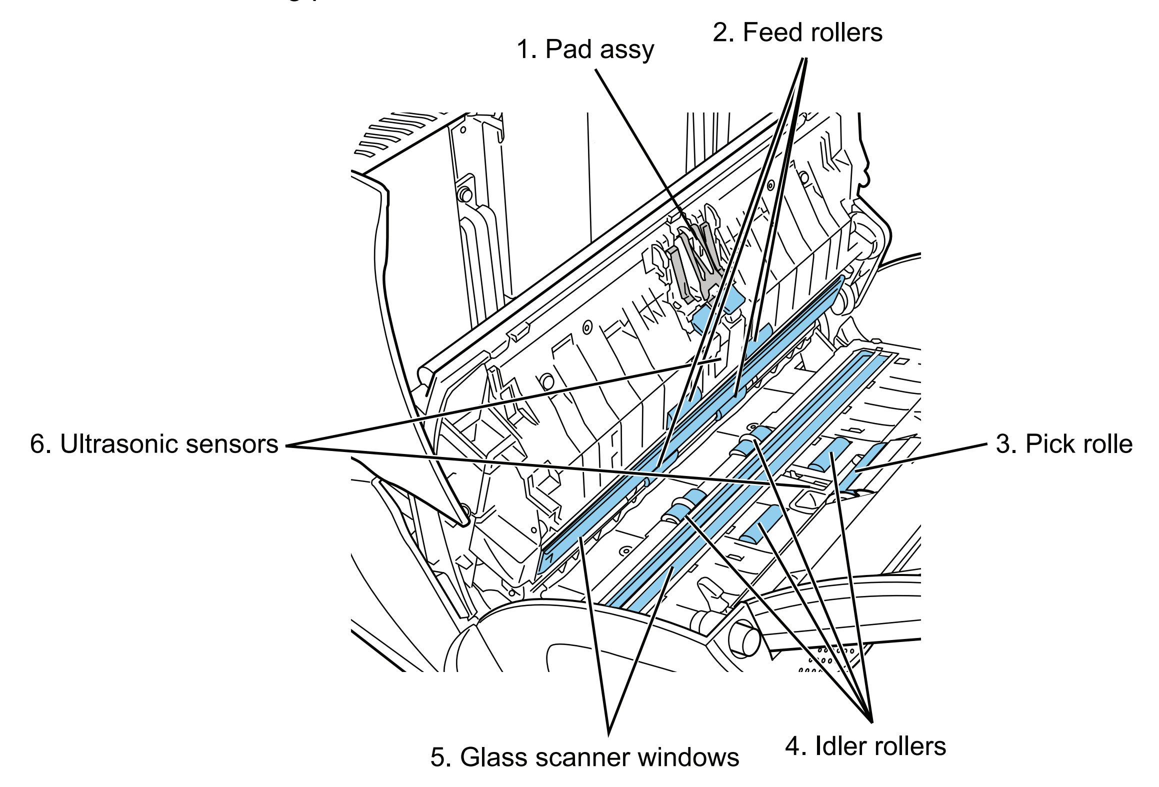




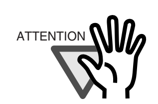
Be careful that the top cover does not shut on your fingers.

7

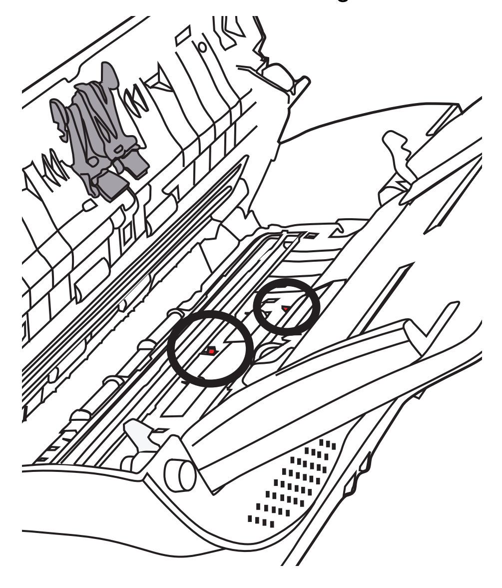
2. Clean the following parts with a soft cloth moistened with Cleaner F1.



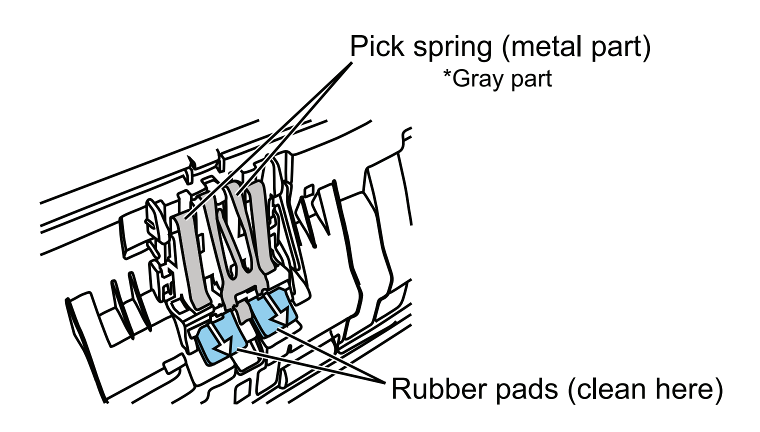
No.	Part name	Cleaning method
1	Pad assy	Refer to "Pad assy" (page 373).
2	Feed rollers (× 4)	Refer to "Feed rollers" (page 374).
3	Pick roller (× 1)	Refer to "Pick roller" (page 375).
4	Idler rollers (× 4)	Refer to "Idler rollers" (page 375).
5	Glass scanner windows (× 2)	Refer to "Glass scanner windows" (page 375).
6	Ultrasonic sensors (× 2)	Refer to "Ultrasonic sensors" (page 375).



When cleaning inside the ADF, take care that the cloth does not get snagged by the document sensors and damage them.



- Pad assy
  Gently wipe the rubber pads downwards. Be careful not to get your hand or the cloth caught on the pick spring (metal part).

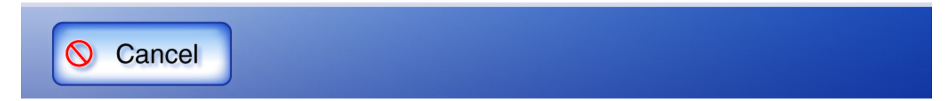


7

- Feed rollers
  Use the following procedure when cleaning the feed rollers.
  1 On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button.
  ⇨ The "Maintenance" screen appears.
  2 Press the [Roller Cleaning] button.

Maintenance

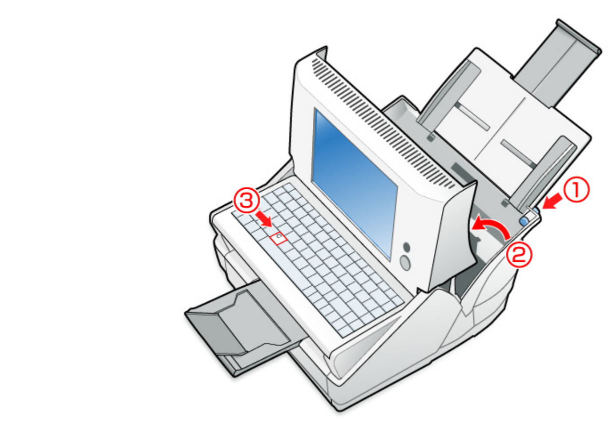




⇨ The "Roller Cleaning" screen appears.

Roller Cleaning

Press the keyboard [C] key to step the feed rollers forward.
Press the [OK] button after the feed rollers have been cleaned.

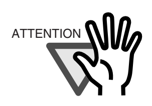




3 Open the top cover.
4 Lightly press a soft cloth moistened with Cleaner F1 against the surface of the feed rollers.

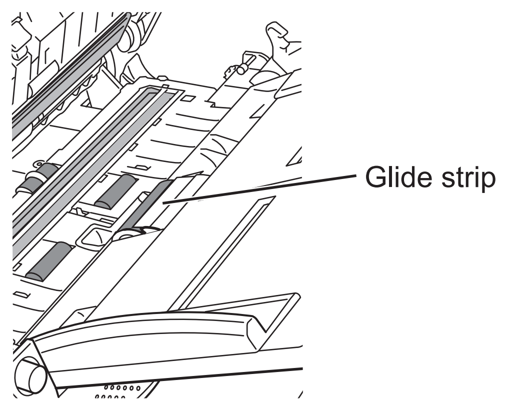
5 Press the [c] key on the keyboard.

⇨ The feed rollers will advance one step each time the [c] key is pressed.
Lightly press a soft cloth moistened with Cleaner F1 against the surface of the rotating rollers to clean them. Pressing the [c] key seven times will turn the roller one complete revolution. The feed rollers should be cleaned carefully and thoroughly, as dirty pick rollers can adversely affect the paper pickup performance.



In Step 5, all four feed rollers will turn at the same time. When cleaning the feed rollers, be careful not to touch the rollers with your fingers while they are rotating.

- Pick roller
Gently rotate the pick roller as you wipe its surface clean, taking care not to damage the soft rubber. The pick roller should be cleaned carefully and thoroughly, as dirty pick rollers can adversely affect the paper pickup performance. When cleaning the pick roller, also be careful not to damage the black plastic glide strip.



- Idler rollers
Gently rotate the idler rollers as you wipe them clean, taking care not to scratch or ding them, or tear the sponge wheels. The idler rollers should be cleaned carefully and thoroughly, as dirty idler rollers can adversely affect the paper pickup performance.

- Glass scanner windows
Clean lightly with a soft cloth moistened with Cleaner F1.



A vertical black line on the scanned data may indicate the glass scanner windows are dirty.

- Ultrasonic sensors
Clean lightly with a soft cloth moistened with Cleaner F1.

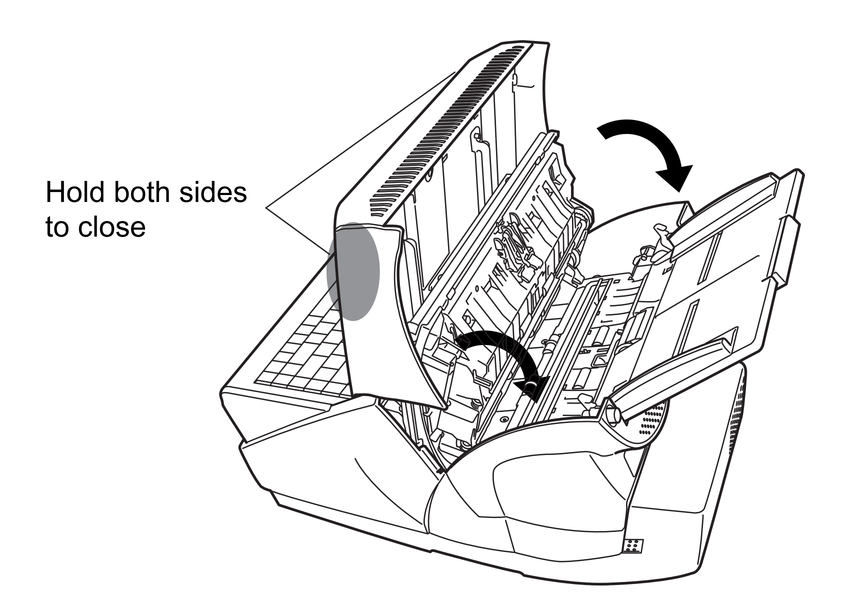
7

3. Holding both sides of the top cover, return it to its original position.

You should hear a click.

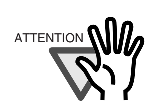


- Make sure that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the LCD touch panel as this may damage it.



7.3 Cleaning the LCD Touch Panel

To prevent the LCD touch panel screen from becoming dirty, it should be regularly cleaned with a soft, dry cloth.
Take care when cleaning the LCD touch panel. It can be easily damaged, and should never be scratched or banged with hard objects.



Always use a dry (not damp) cloth to clean the screen.
If dust is allowed to collect and compact around the frame of the screen, it can cause the LCD touch panel to malfunction.

7.4 Cleaning the Keyboard/Keyboard Cover

To prevent the keyboard and/or keyboard cover from becoming dirty, it should also be regularly cleaned with a soft, dry cloth.



Always use a dry (not damp) cloth to clean the keyboard (with or without cover). Do not apply Cleaner F1.
Replace the keyboard cover if stains cannot be removed by cleaning.
For more details, refer to "7.7 Changing the Keyboard Cover" (page 389).

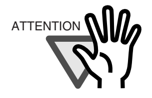
To obtain replacement keyboard covers, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

Part name	Part No.	Remarks
Keyboard Cover	PA03544-K608	1 cover GBR: English (UK)

For more details, refer to the following web page:
http://imagescanner.fujitsu.com/g-support.html

7.5 Cleaning the Carrier Sheet

If the surface or interior of the Carrier Sheet becomes dirty or dusty, use a soft dry cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent, to lightly wipe off the dirt and dust.



- Never use paint thinner or other organic solvents.
- Do not rub too hard, as the Carrier Sheet may become scratched or deformed.
- After cleaning the interior of the Carrier Sheet, wait until it has completely dried before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet every 500 scans. For details about purchasing a Carrier Sheet, refer to "7.6.5 Purchasing the Carrier Sheet" (page 388).

7.6 Replacing Parts

7.6.1 Part Numbers and Replacement Cycles

■ Part numbers and replacement cycle for consumable parts

The following table specifies the replacement part numbers, the standard replacement cycles, and the color of the [Consumable Alert] button.

Part name	Part No.	Replacement cycle	Consumable alert status
PAD ASSY	PA03289-0111	After every 50,000 sheets scanned or once a year (when using 80 g/m^2 (20 lb) A4/Letter woodfree or wood containing paper)	Green until the number of documents scanned reaches 45,000 sheets. Orange after 45,000 sheets. Red after 50,000 sheets. For more details about how to check the consumable alert status, refer to "7.6.2 Checking the Consumable Alert Status" (page 382).
PICK ROLLER	PA03289-0001	After every 100,000 sheets scanned or once a year (when using 80 g/m^2 (20 lb) A4/Letter woodfree or wood containing paper)	Green until the number of documents scanned reaches 95,000 sheets. Orange after 95,000 sheets. Red after 100,000 sheets. For more details about how to check the consumable alert status, refer to "7.6.2 Checking the Consumable Alert Status" (page 382).

These replacement cycles are rough guidelines. They may vary according to the type of documents scanned, scanner usage, and cleaning frequency.



- When the consumable alert status is orange or red, contact your scanner administrator to replace the necessary part.
- Use only the PFU LIMITED parts specified. Do not use consumable parts made by other manufacturers.

To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.
For more details, refer to the following web page:
http://imagescanner.fujitsu.com/g-support.html

■ Part numbers and replacement cycle for Carrier Sheet

The following table specifies the replacement part numbers and the standard replacement cycles.

Part name	No. of items	Part No.	Replacement cycle	Remarks
Carrier Sheet	5	PA03360-0013	After used for 500 scans	For details about purchasing a Carrier Sheet, refer to "7.6.5 Purchasing the Carrier Sheet" (page 388).

This replacement cycle is a rough guideline. This may vary according to the type of documents scanned, scanner usage, and cleaning frequency. If parts become noticeably dirty, replace them accordingly.



Use only the PFU LIMITED parts specified. Do not use parts made by other manufacturers.

To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.
For more details, refer to the following web page:
http://imagescanner.fujitsu.com/g-support.html

7.6.2 Checking the Consumable Alert Status

1. On the "Main Menu" or "Job Menu" screen, press the [Consumable Alert] button.

   ➪ The "Consumable Alert" screen appears.

2. Check which part needs to be replaced and press the [OK] button.

   Parts whose "Usage Counter" value is bigger than the "Replace at" value should be replaced.
   The value of the "Usage Counter" is in units of 500 sheets scanned.
   For details on how to check the status of consumable parts on the administrator screen, refer to "4.8.3 Viewing the Usage Status" (page 162).

Consumable Alert

Part	Usage Counter	Replace At	Current Status
PAD ASSY	60,500	50,000	Replace Now
PICK ROLLER	60,500	100,000	



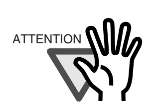
3. Replace the part.

   Part replacement procedures are detailed in the following sections, "7.6.3 Replacing the Pad Assy" (page 383), "7.6.4 Replacing the Pick Roller" (page 384).

7.6.3 Replacing the Pad Assy

1. Remove any documents from the ADF paper chute.

2. Push the ADF release button, then hold both sides of the top cover and lift it open.

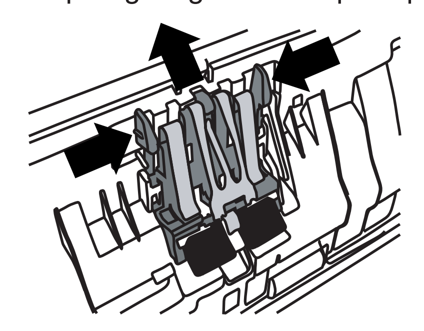


Be careful that the top cover does not shut on your fingers.

3. Remove the pad assy from the scanner.

   Squeeze the prongs on either side of the pad assy together and pull it upwards and to the front, taking care not to snag the pick springs.

Squeeze prongs together and pull up



4. Insert the new pad assy.

   Holding the new pad assy by its sides, insert into the pad assy socket, taking care not to snag the pick springs.



Make sure that the pad assy is firmly and fully inserted. If it is not correctly attached, document jams and other feeding errors may occur.

7

5. Close the top cover.

   You should hear a click when it is returned to its original position.

ATTENTION

Be careful that the top cover does not shut on your fingers.

6. Reset the pad assy usage counter.

   The usage counter must be reset by an administrator. For details, refer to "Resetting the Usage Counter" (page 163).

7.6.4 Replacing the Pick Roller

1. Remove any documents from the ADF paper chute.

2. Remove the ADF paper chute.

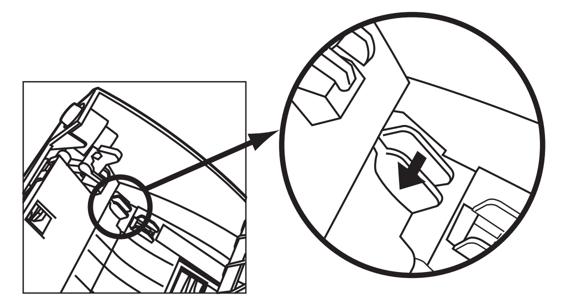
3. Push the ADF release button, then hold both sides of the top cover and lift it open.



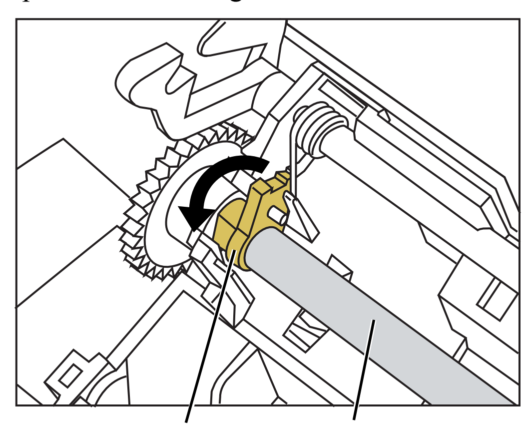
Be careful that the top cover does not shut on your fingers.

4. Remove the pick roller and its shaft from the scanner.

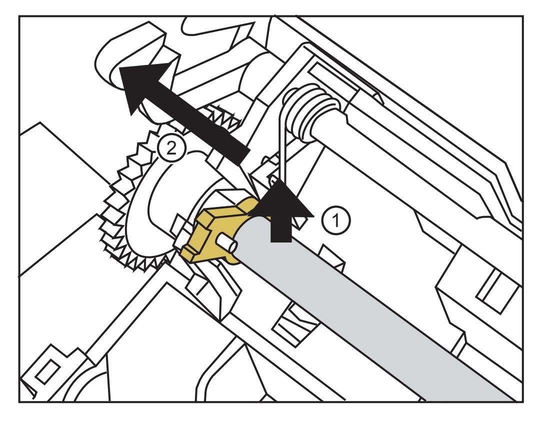
1. Squeeze the tabs of the sheet guide release catch together with your fingers, and lift the sheet guide plate up and away.



2. Rotate the left side pick roller bushing in the direction indicated by the arrow.



3. Gently lift and slide the pick roller shaft out of the left side of the ADF in the direction of the arrow. Be careful as it is easy to bind the shaft in the right side bushing.





The pick roller bearing may be hard to rotate. Do not try to turn it with your fingernail. Use a paper clip to turn the roller bearing if you can not rotate it with your fingertip.

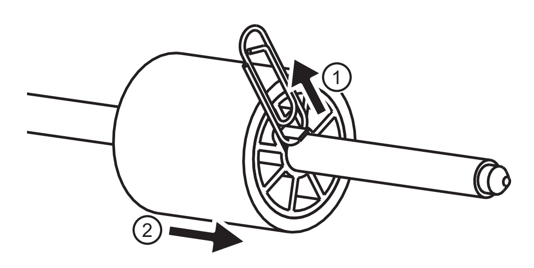
7

5. Remove the pick roller from the shaft.

Lift up the lock tab and slide the pick roller off the shaft.

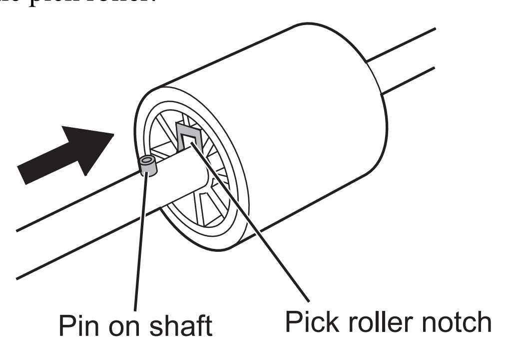


Take care if lifting the pick roller lock tab with your fingernail as it may get chipped or broken. If worried, try lifting the tab using a paper clip as shown in the following diagram.



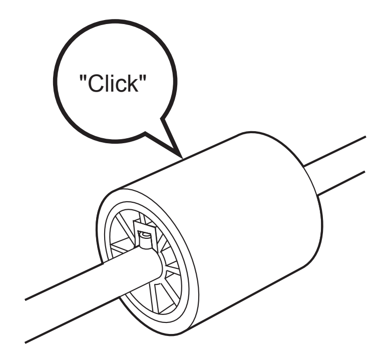
6. Attach the new pick roller.

Insert the shaft into the new pick roller, aligning the protruding pin on the shaft with the matching notch in the pick roller.





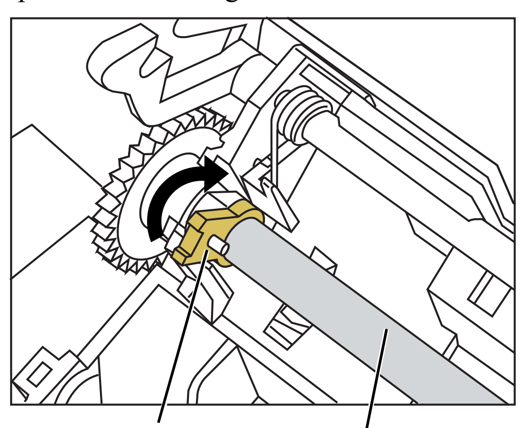
Make sure that the pick roller shaft is fully inserted. If it is not correctly attached, document jams and other feeding errors may occur. You should hear a "click" when the pick roller shaft is inserted correctly. Make sure you hear this noise when inserting the shaft into the pick roller.



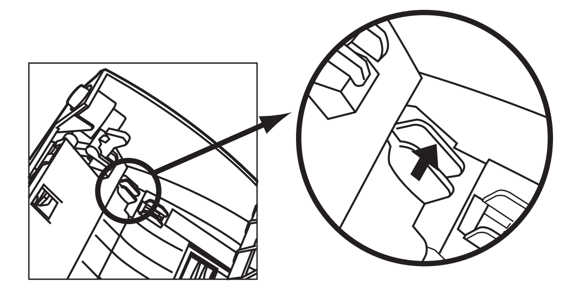
7. Insert the pick roller and shaft back in the scanner.

To attach the pick roller to the scanner, follow the pick roller and shaft removal procedure in reverse.

1. Rotate the left side pick roller bushing in the direction indicated by the arrow.



2. Open the tabs of the sheet guide release catch in the direction indicated by the arrow to lock the sheet guide in place.



8. Close the top cover.

You should hear a click when it is returned to its original position.



Be careful that the top cover does not shut on your fingers.

9. Attach the ADF paper chute.

10. Reset the pick roller usage counter.

The usage counter must be reset by an administrator. For details, refer to "Resetting the Usage Counter" (page 163).

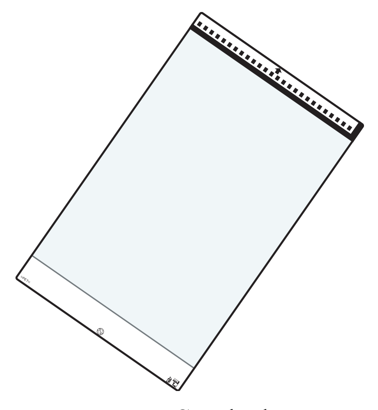
7

7.6.5 Purchasing the Carrier Sheet

If the "Carrier Sheet" provided with the scanner can no longer be used for scanning due to damage or wear-and-tear, you can purchase a new Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.
However, the number of times of use differs according to usage. Replace the Carrier Sheet when it becomes scratched or dirty.

The Carrier Sheet is as shown below:

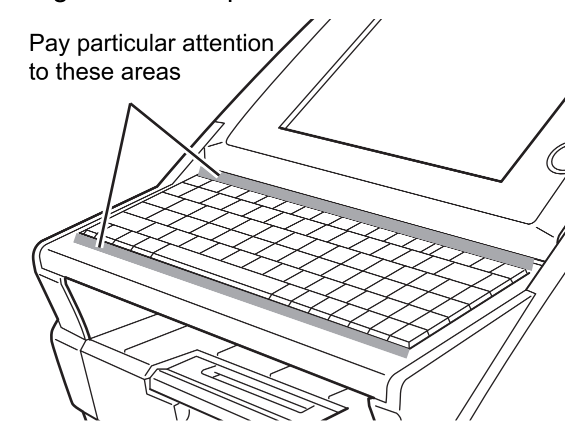


To obtain the Carrier Sheet, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

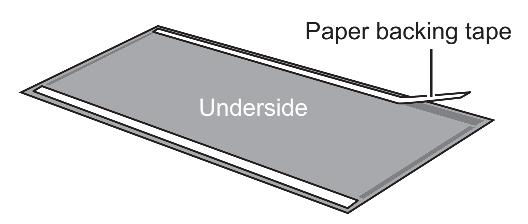
7.7 Changing the Keyboard Cover

1. Remove the keyboard cover from the scanner.

2. Remove any remaining adhesive tape.

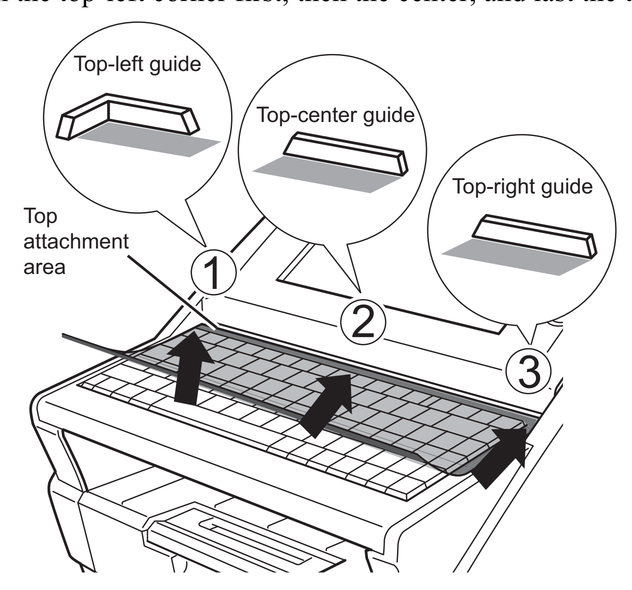


3. Turn the keyboard cover over and remove the paper backing from the top strip of double-sided tape.

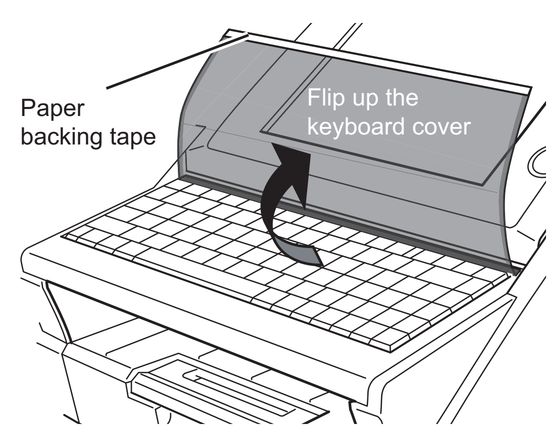


4. Align the top edge of the keyboard cover with the protruding guides, and firmly smooth the double-sided tape down.

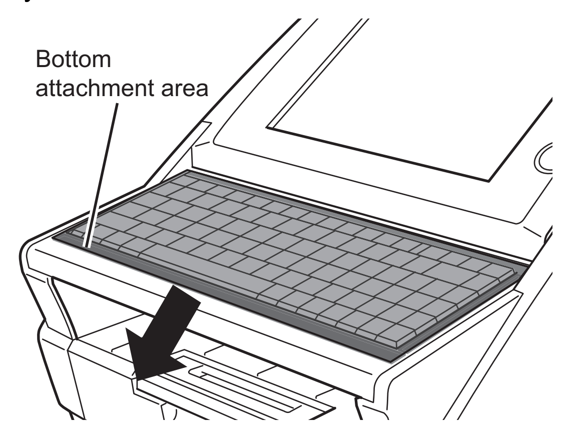
   Align and attach the top-left corner first, then the center, and last the top-right corner.



5. Flip up the keyboard cover and remove the paper backing from the bottom strip of double-sided tape.



6. Gently stretch the keyboard cover forward and smooth the double-sided tape down.



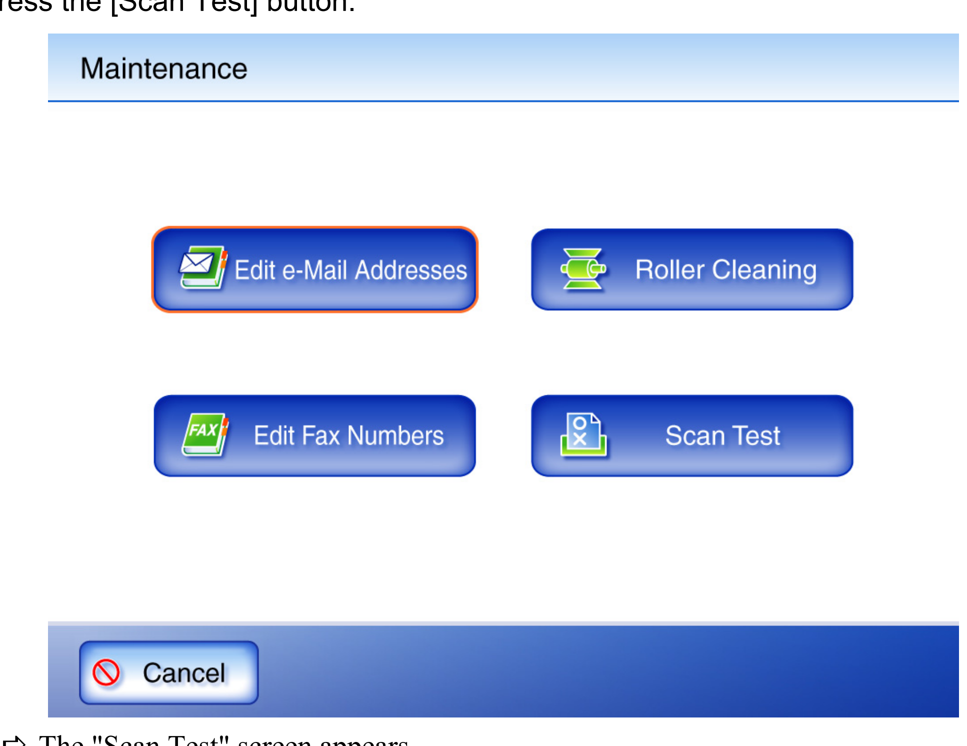
7.8 Performing a Scan Test

After scanner cleaning or replacement of consumable parts, perform a scan test.

1. On the "Main Menu" or "Job Menu" screen, press the [Maintenance] button.

   ➪ The "Maintenance" screen appears.

2. Press the [Scan Test] button.



   ➪ The "Scan Test" screen appears.

3. Load the document into the ADF paper chute for the scan test.

7

4. Press the [Scan] button.

Scan Test

Load a test page and press the [Scan] button.

■ Scan Settings Used ■

Option	Setting	Option	Setting
Color Mode	Auto	Sharpness	None
Paper Size	Auto	Dropout Color	None
Resolution	200dpi	Background Removal	Medium
Scan Mode	Duplex	Page Orientation	Off
Compression	Medium	Blank Page Skip	Off
Brightness	Medium	Multifeed Setup	Ultrasonic
Contrast	Medium	Edge Cropping	Off

Cancel | Scan

⇨ The scan test starts.

When the scan test has completed, the "Scan Viewer" screen appears.
If the scanner fails to scan correctly, an error message is displayed. For more details about how to deal with error messages, refer to "E.2 Regular User Messages" (page 469).

5. Check the scanned data.

For more details about "Scan Viewer", refer to "6.11.1 Viewing a Scanned Page" (page 350) or "6.11.2 Rotating a Scanned Page" (page 351).



6. Press the [OK] button.

⇨ The "Maintenance" screen is shown again.

Chapter 8

Troubleshooting



This chapter provides information on dealing with scanner operation problems such as paper jams, points to check before contacting your FUJITSU scanner dealer, and help on how to check device labels.

For details of error messages which may appear during administrator setting procedures, refer to "E.1.1 Administrator Screen Messages" (page 445).
For details of error messages which may appear during scanner operations or cleaning, refer to "E.2 Regular User Messages" (page 469).
For details of messages which might appear when acquiring log information in "4.9 Using the Operation Logs Menus" (page 165), refer to "E.1.2 System Log Messages" (page 459).
For details of device status messages, refer to "E.1.3 Alert Monitor System Log Messages" (page 465).

8.1 Removing Jammed Documents

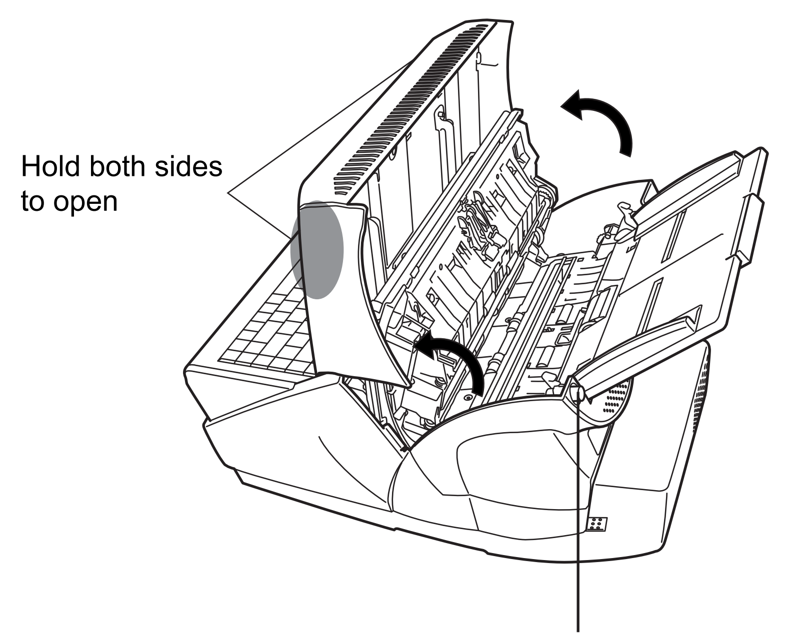
If a document jam occurs, follow the procedure below to remove the jammed documents.



- When removing jammed documents, take care with dangling neckties, necklaces, etc. as they may easily become entangled in the scanner.
- The glass scanner windows inside the ADF can become hot when the scanner is used. Take care not burn your hands.

1. Remove all documents from the ADF paper chute.

2. Push the ADF release button, then hold both sides of the top cover and lift it open.



Be careful that the top cover does not slam shut on your fingers.

3. Remove the jammed document.

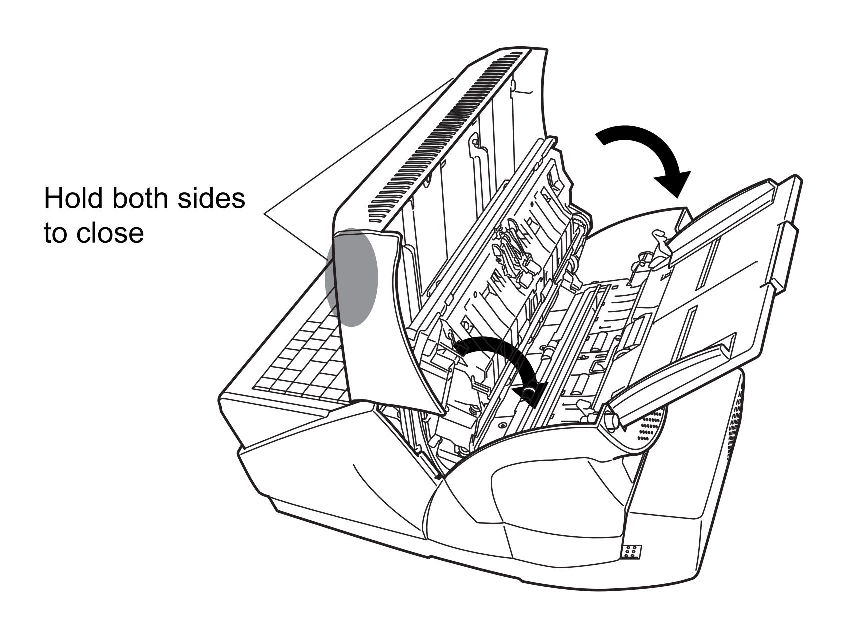


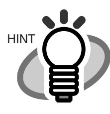
- Staples, paper clips, etc. can cause document jams. Check the document and feed path, and remove any such objects that may have come loose.
  Any staples, clips, etc. should be removed from the document before starting a scan.
- Take care not to snag the pick springs when removing jammed documents.

4. Holding both sides of the top cover, return it to its original position.
   You should hear a click.



- Be careful that the top cover does not shut on your fingers.
- Make sure that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the LCD touch panel as this may damage it.



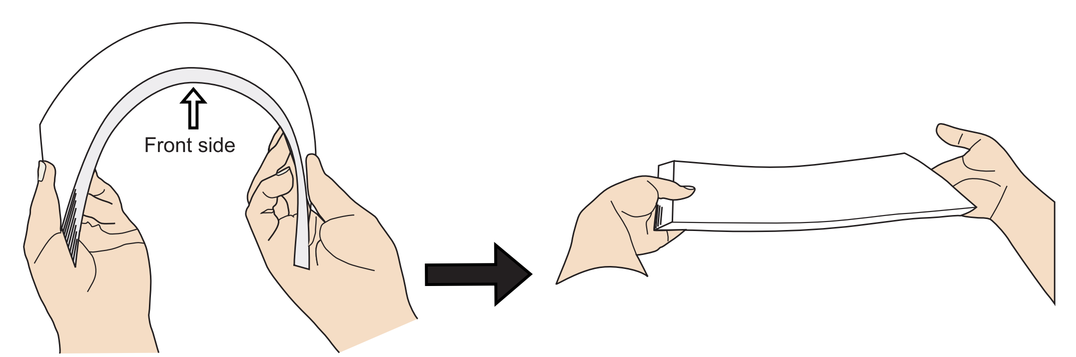


- Although no error message is displayed, document pages may remain in the ADF even after scanning is completed or canceled. Follow the procedure below to remove any such pages from the ADF.
  1. Remove all documents from the ADF paper chute.
  2. Push the ADF release button, then hold both sides of the top cover and lift it open.
  3. Remove the remaining documents.
  4. Close the top cover.
- If document pages become blocked while scanning, check the scanned data. Document pages which could not be scanned correctly may be shown in the "Scan Viewer". In this case, delete all pages not correctly scanned using the [Delete] button.
  For more details about the "Scan Viewer" screen, refer to "6.11.4 Deleting a Scanned Page" (page 353).

If document jams or multifeed errors occur frequently, try the following procedures.

1. Align the edges of the document sheets.

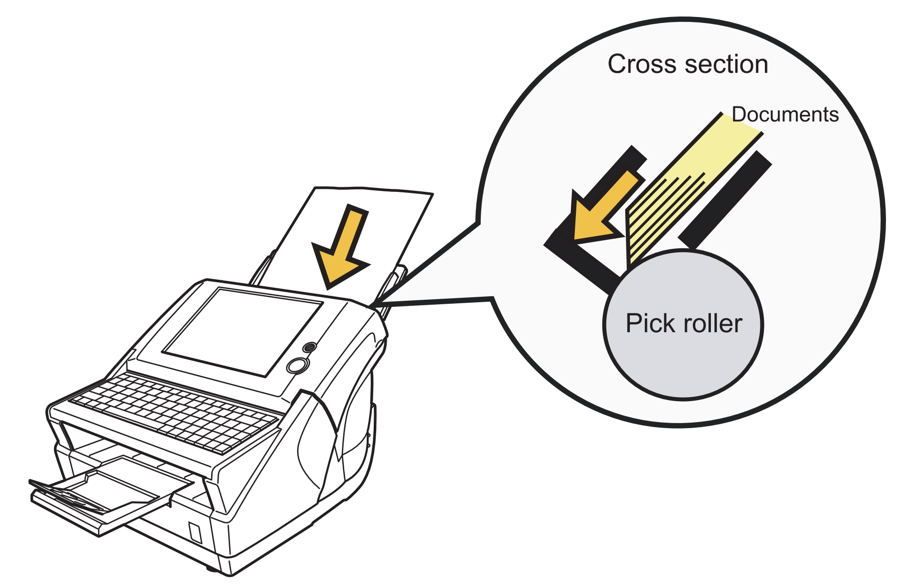
2. Lightly grip the ends of the document stack in both hands and flex it back forth, as shown below.



⇨ The edge of the document stack that will be loaded into the ADF paper chute should be skewed.



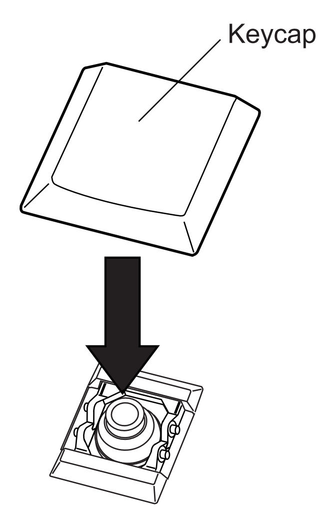
3. Load the documents into the ADF paper chute, as shown in the following diagram.



8

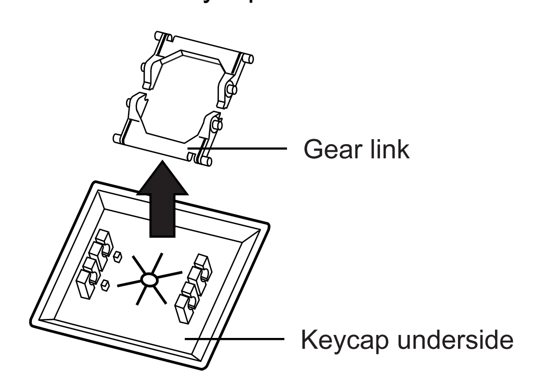
8.2 Dealing with Detached Keycaps

If a keycap comes loose from the keyboard, fit it back onto its original location and push it down until it clicks into place.

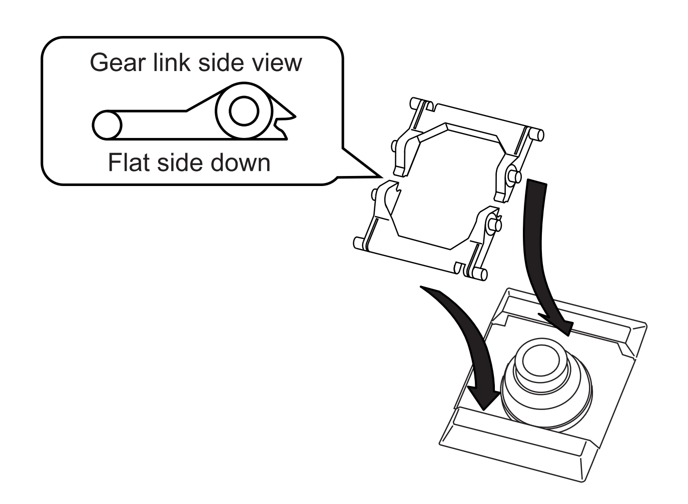


If a keycap and key switch become loose, they should be reattached as follows.

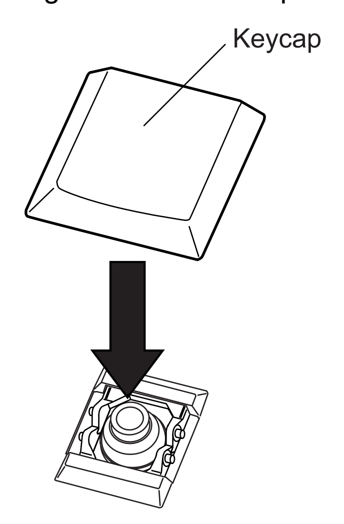
1. Remove the key switch from the keycap.



2. With the flat part of the key switch facing downwards, reattach it to the keyboard.

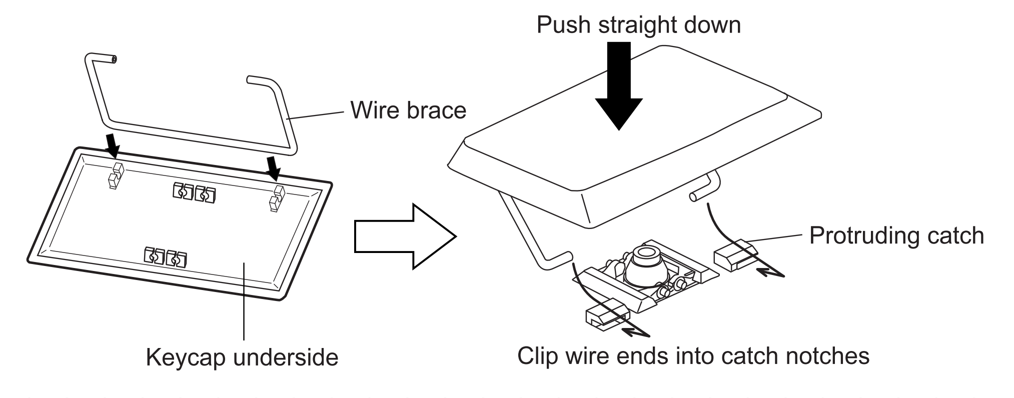


3. Fit the keycap back onto its original location and push it down until it clicks into place.





If the detached keycap has a wire brace, reattach the wire to the keyboard, align the keycap over the middle of the wire, and push the keycap down until it clicks into place.



8.3 Network Connection Troubleshooting

If a network connection is not possible, first check the scanner status and system settings.
The following section provides information about general troubles that may occur when connecting to a network.
If the cause of the problem is unknown or the problem persists, check the items in "8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer" (page 416) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

8.3.1 Basic Network Operation Tests

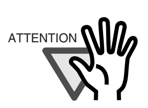
The following network operation tests are available on the administrator screen, and should be performed after the network has been setup.

- Checking basic network operation with a Ping test
- Checking the network operating status
- Checking the NTP server settings by synchronizing the system time (if using an NTP server)
- Checking the mail server by sending a test mail (if scanned data is to be sent as an e-mail, by fax, or when requesting alert notifications by e-mail)

■ Checking basic network operation with a Ping test

Check the network connection status of the following computers and servers associated with the network.
For details about the pinging procedure, refer to "4.7.17 Checking the Network Connection with a Ping Test" (page 156).

- Computer with Admin Tool installed
- Computer with Central Admin Console installed
- Computer with Central Admin Server software installed
- DNS server
- WINS server
- NTP server
- LDAP server
- SMTP server
- File server
- FTP server
- Print server
- SharePoint server
- Domain controller



Depending on the server setting, there may be no response from a ping test.

When checking the network connection status of a server by its IP address, the following results are possible.

Result	Action
"Ping statistics" shows "Lost=0 (0% loss)"	None
"Ping statistics" shows "Lost=4 (100% loss)"	Check that the ping target IP address is correct.
	If the ping target IP address is correct, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
"Ping statistics" shows "Lost=N (1 to 99% loss)"	There may be a quality problem with the LAN cable. Replace the LAN cable and try again.
	In "4.7.18 Checking the Network Operating Status" (page 158), change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.
"Hardware error"	The LAN cable may have become disconnected during the Ping test. Check the status of the LAN cable and try again.

When checking the network connection status of a server by its host name or FQDN, the following results are possible.

Result	Action
"Ping statistics" shows "Lost=0 (0% loss)"	None
"Ping request could not find host xxxxxxxxx. Please check the name and try again."	Check that the ping target host name or FQDN is correct.
	Check that the DNS server or WINS server settings are correct.
	If the ping target host name or FQDN is correct, refer to "Failure to connect to a server using its host name or FQDN" (page 407) for further solutions.
"Ping statistics" shows "Lost=4 (100% loss)"	Check that the ping target host name or FQDN is correct.
	In "4.7.18 Checking the Network Operating Status" (page 158), change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.
"Ping statistics" shows "Lost=N (1 to 99% loss)"	There may be a quality problem with the LAN cable. Replace the LAN cable and try again.
	In "4.7.18 Checking the Network Operating Status" (page 158), change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.
"Hardware error"	The LAN cable may have become disconnected during the Ping test. Check the status of the LAN cable and try again.

■ Checking the network operating status

Check the network status.
For details about the checking procedure, refer to "4.7.18 Checking the Network Operating Status" (page 158).
Check the "Network Information" screen, and follow each action described below according to the message that is shown.

<table>
<tr><th>Network settings</th><th>Action</th></tr>
<tr><td>The information shown is all valid.</td><td>None</td></tr>
<tr><td rowspan="2">The information shown is not all valid.</td><td>If DHCP is not used:
Check that the "IP Address" setting is correct.</td></tr>
<tr><td>If DHCP is used:
● Check that physical network connection to the DHCP server is functioning correctly.
● Check the DHCP server. The server may not be operating normally, or the DHCP settings (restricted number of leases or MAC address validation) may be causing invalid IP addresses to be assigned.</td></tr>
<tr><td>The information shown is valid, but pinging indicates that the network connection is not functioning normally.</td><td>In "4.7.18 Checking the Network Operating Status" (page 158), change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.
If the problem persists, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.</td></tr>
</table>

■ Checking the NTP server settings by synchronizing the system time

On the "NTP Server" screen, press the [Sync Time] button to check if the system time can be synchronized.
After pressing the [Sync Time] button, follow each action described below according to the message that is shown.

Message	Action
System time has been successfully synchronized.	None
System time synchronization failed.	Try the following: ● Check the specified NTP server IP address, host name, or FQDN for mistakes, and correct them. ● Check the network path between to the NTP server for problems. ● The NTP server may be busy. Wait a short time before trying again to synchronize the system time. If that does not work, the specified server may not be an NTP server, so try a different NTP server. ● The specified NTP server cannot provide a trusted date and time. It attempted to acquire the date and time from a higher level NTP server, but failed. Try a different NTP server or have the network administrator investigate. ● Check that the time is correct. If the time is incorrect, adjust the date/time, and try again. ● Refer to "4.6.5 Setting the Date/Time" (page 64), adjust the date/time, and try again.

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■ Checking the mail server by sending a test mail

On the "Central Admin Server Settings" screen or "Alert Notification" screen, press the [Test] button to check if an e-mail can be sent to the specified destination.
After pressing the [Test] button, follow each action described below according to the message that is shown.

Message	Action
Sending...	If no error message appears and the "sending" indicator disappears, the test mail was sent successfully to the mail server. Check that the alert notification e-mail has arrived at the specified destination. If the alert notification e-mail has not arrived at the expected destination, check that the part of thee-mail address before the "@" has been entered correctly.
Test e-mail could not be sent.	Check that the computer connected to the SMTP server is running properly.
	Check if an e-mail can be sent to the address from other computers in the network.
	Ping the SMTP server to check that it and its network connection are working properly.
	If the SMTP server does not respond to the ping test, check that the system network is functioning normally by pinging the SMTP server from another machine in the network. ● If it is only the scanner's network connection that does not work, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions. ● If the problem seems to be with the SMTP server's network connection, request the network administrator to check that the SMTP server and its network connection are functioning normally.
	Check that the same port number has been correctly set for the scanner to SMTP server connection in "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122) and the "Scanner Central Admin Server Settings" screen.

8.3.2 Other Network Connection Troubleshooting

There are many reasons why a network connection may not be possible.
The following section provides information about general troubles that may occur when connecting to a network.
If the cause of the problem is unknown or the problem persists, check the items in "8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer" (page 416) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Failure to connect to a server using its IP address

If a server cannot be connected to by using its IP address, and does not respond to a ping test, try the following steps:

No.	Problem	Action
1	Connection error between a server and the scanner, or problem with the LAN cable.	Check that the LAN cable has been attached to both the scanner and server correctly. If the server is connected using a LAN cable (straight type), in case auto-mdi (automatic selection) is not supported, a LAN cable (crossover type), switch, or router is required between the scanner and server. If this is not the case, the LAN cable may be faulty. Find a LAN cable that functions normally and try again.
2	IP address or subnet mask is invalid.	On the "IP Address" screen, check that the IP address or subnet mask settings are correct. For more details about the "IP Address" screen, refer to "4.7.1 Giving the Scanner an IP Address" (page 90).

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No.	Problem	Action
3	When using DHCP, the DHCP server does not operate normally, or there is a problem with the DHCP server settings.	If using DHCP, on the "Network Status" screen, check that IP address, subnet mask, and default gateway settings are all correct. If these settings are not correct, the DHCP server may not operate normally, or the DHCP server may not assign valid IP addresses because of restricted number of leases or MAC address validation. Check the DHCP server connection status and the details of the server settings. For more details about the "Network Status" screen, refer to "4.7.18 Checking the Network Operating Status" (page 158).
4	Another host or communication device is connected using the same IP address as the scanner.	If the same IP address has already been used by another host or communication device, then even if the other device has been given a different IP address the server may not recognize the scanner's "duplicate" IP address until it is rebooted. Restart the server. If a duplicate IP address connection from another host or communication device exists on a LAN, both it will be unusable. If a duplicate IP address connection from another host or communication device exists, pull out its LAN cable and restart the server.
5	Access is denied due to the establishment of a firewall between the server and the scanner.	If a firewall has been established between the server and the scanner, check that it has not been set to deny access to the network.

No.	Problem	Action
6	The network link speed/duplex mode for the scanner and server are different, or Auto-Negotiation is not supported by the server.	For this scanner, the default [Link Speed/ Duplex Mode] setting is "Auto-Negotiation". On the "Network Status" screen, match the scanner and server's network link speed/duplex mode settings. If the problem persists in spite of having set both the scanner and server's network link speed/duplex settings to "Auto-Negotiation", select something other than "Auto-Negotiation" and check again. For more details about the "Network Status" screen, refer to "4.7.18 Checking the Network Operating Status" (page 158).

■ Failure to connect to a server using its host name or FQDN

If a server cannot be connected to by using its host name or FQDN, and does not respond to a ping test, try the following steps:

No.	Problem	Action
1	Same as in "Failure to connect to a server using its IP address" (page 405).	Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 405).
2	The scanner's DNS server or WINS server settings are invalid.	Check that the DNS and WINS server settings are correct.
3	The DNS server or WINS server is not functioning normally, or there is an error with the DNS or WINS server network connection.	Ping the DNS and WINS servers to check they are functioning normally. If the DNS or WINS server is not functioning, request the network administrator to check its status.

■ Failure to add a network printer

If adding a network printer to/from the scanner is not possible, try the following steps. Also, refer to how to set printer settings, how to add a network printer, and the printer manual before hand.

No.	Problem	Action
1	The Windows XP printer driver has not been installed on the print server.	Install the Windows XP printer driver on the print server. Check that the Windows XP printer driver has been correctly installed on the print server. For more details, refer to "4.7.13 Setting the Network Printers" (page 125).
2	Network printer shared name has been changed.	Check the shared name on the print server.
3	The specified network printer path is invalid.	Check that the specified network printer path is correct.

■ Failure to print on a network printer

If printing on a network printer which has been set in the scanner is not possible, try the following steps. Also, refer to how to set the printer settings, how to add a network printer, or the printer manual before hand.

No.	Problem	Action
1	Printer is not usable, due to an out of paper error, paper jam, or similar problem.	Check whether or not the printer is ready for printing, deal with the cause of the error, and try again.
2	Same as in "Failure to connect to a server using its IP address" (page 405).	Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 405).
3	Not authorized to print on network printer.	Contact the administrator to check if printing is allowed on the network printer.
4	Printing is impossible due to a printer or spooler error.	Try the following: ● Check that printing is possible from the print server application. ● Check that the print server spooling is operating normally.

8.3.3 Failure to Access the Scanner using a Web Browser, Admin Tool, or Central Admin Server

If access is not possible when attempting to connect to the scanner using a Web browser or the Admin Tool, or when attempting to connect to the Central Admin Server from the Central Admin Console, try the following steps:

No.	Problem	Action
1	Same as in "Failure to connect to a server using its IP address" (page 405).	Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 405).
2	The DNS server or WINS server is not functioning normally, or the scanner name has not been registered in the DHCP or WINS server.	Check the connectivity of the specified IP address. If it is possible to connect the scanner using the Admin Tool with a specified IP address, specify the scanner's IP address in the DNS or WINS server. Also, check the DNS or WINS server settings using the Admin Tool or Web browser.
3	A misconfigured firewall between the Admin Tool or Web browser and the scanner is denying access.	If there is a firewall between the computer running the Admin Tool or Web browser and the scanner, check that its settings are not preventing access.
4	The URL of the target scanner is not registered as a trusted site.	Set the scanner URL as a trusted site for Internet Explorer. In Internet Explorer, set the following settings in the "Tools" menu, "Internet Options". In the [Security] tab, select [Trusted sites]. Press the [Sites] button, enter the URL of the scanner in the "Add this website to the zone" field, and press the [Add] button.

No.	Problem	Action
5	In Internet Explorer, in the "Tools" menu, "Internet Options", [Security] tab, the security level for the corresponding zone is set as "High", or in [Custom level], "Scripting", "Active scripting" is set to "Prompt" or "Disable".	When connecting using the scanner name, the connection will be an intranet connection. When connecting using an IP address, it will be an internet connection. If the URL includes a scanner name, the scanner will be connected using an Intranet Zone. If the URL includes an IP address, the scanner will be connected using the Internet Zone. In Internet Explorer, in the "Tools" menu, "Internet Options", try the following settings for the corresponding zone. ● To enable "Active scripting", set in one of the following ways: ● In the [Security] tab, set the required "Security level for this zone" to "Medium". ● In the [Security] tab, select the [Custom level] button. Then, set the "Scripting", "Active scripting" to "Enable". ● If connecting via the Internet zone, on the [Privacy] tab, set the level to below "Medium High". Delete temporary internet files in either of the following ways: ● For Internet Explorer 6.0 On the [General] tab, press the [Delete Files] button on [Temporary Internet Files]. ● For Internet Explorer 7 On the [General] tab, press the [Delete] button on [Browsing history], and press the [Delete Files] button on [Temporary Internet Files]. ● For Internet Explorer 8 or Internet Explorer 9 On the [General] tab, press the [Delete] button on [Browsing history], then select the [Temporary Internet Files] check box and press the [Delete] button. ● For Internet Explorer 10 On the [General] tab, press the [Delete] button on [Browsing history], then select the [Temporary Internet files and website files] check box and press the [Delete] button.
6	The scanner is in standby mode.	Press the startup button to start the scanner.

No.	Problem	Action
7	A proxy server is being used.	Set the proxy server to not be used. Open the "Internet Options" in the "Tools" menu of Internet Explorer, then press the [LAN settings] button in the [Connections] tab and remove the check from the "Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections)." option.
8	There is an error with the connection protocol setting.	Check if SSL is enabled on the "Admin Network" screen. For more details, refer to "4.7.2 Setting the Admin Network" (page 92).
9	There is an error with the port number setting.	Check the specified port number on the "Admin Network" screen. For more details, refer to "4.7.2 Setting the Admin Network" (page 92).
10	In Internet Explorer, "Tools" menu - "Internet Options" - [Advanced] tab, the [Use SSL 3.0] checkbox under "Settings" - "Security" section is not selected.	Open the "Internet Options" in the "Tools" menu of Internet Explorer, then press the [Advanced] tab, "Settings" - "Security" section, select the [Use SSL 3.0] checkbox.

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8.4 Other Troubleshooting

This section describes problems that may occur during scanning and gives information on how to deal with them. Before requesting repair, check the following list of common problems.
If the problem still cannot be solved after consulting the troubleshooting suggestions, check the points in "8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer" (page 416) and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Problem	Check item	Suggestion
Scanner cannot be turned on.	Has the Startup button been pressed?	Press the Startup button.
	Are the AC cable and AC adapter properly connected to the scanner?	Connect the AC cable and the AC adapter.
		Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Scanning does not start.	Has the document been loaded correctly into the ADF paper chute?	Reload the documents into the ADF paper chute.
	Is the ADF completely closed?	Close the top cover completely.
	Does the same problem occur after turning the scanner power off and back on again, and re-logging in?	Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Even after pressing the top cover [SCAN] button, scanning does not start.	Is the button displayed on the LCD touch panel?	The top cover [SCAN] button can only be used on the following screens. ● "Send e-Mail" screen ● "Send Fax" screen ● "Print" screen ● "Save" screen ● "Scan Viewer" screen ● "Scan Test" screen ● "Message Screen" ● "Scan Count" screen ● Confirmation screen showing the number of scanned sheets

Problem	Check item	Suggestion
Multifeed errors occur frequently.	Do the documents satisfy the conditions given in "A.2 Paper Requirements" (page 423)?	Use documents which satisfy the conditions described in "A.2 Paper Requirements" (page 423).
	Has the document been loaded correctly into the ADF paper chute?	Riffle and realign the document stack, then load it back into the ADF paper chute.
	Is the document stack more than 5mm thick?	Remove sheets from the stack to reduce it to a thickness of 5mm or less.
	Is the pad assy dirty?	Clean the pad assy. For more details, refer to "7.2 Cleaning the ADF" (page 370).
	Is the pad assy worn out?	Replace the pad assy. For more details, refer to "7.6 Replacing Parts" (page 380).
Paper is not fed into the scanner. (Pick errors are frequent or document feed stops midway)	Do the documents satisfy the conditions given in "A.2 Paper Requirements" (page 423)?	Use documents which satisfy the conditions described in "A.2 Paper Requirements" (page 423).
	Is the pick roller dirty?	Clean the pick roller. For more details, refer to "7.2 Cleaning the ADF" (page 370).
	Is the pick roller worn out?	Replace the pick roller. For more details, refer to "7.6 Replacing Parts" (page 380).
	Is there any foreign matter in the document feed path?	Clean the document feed path.
Scanned data is elongated.	Are the feed rollers dirty?	Clean the feed rollers. For more details, refer to "7.2 Cleaning the ADF" (page 370).
Shadow on the leading edge of the scanned data.	Are the feed rollers dirty?	Clean the feed rollers. For more details, refer to "7.2 Cleaning the ADF" (page 370).
Vertical line on the scanned data.	Are the glass scanner windows dirty?	For more details on cleaning the glass scanner windows, refer to "Chapter 7 Scanner Care" (page 367).
Scanned data appears skewed or distorted.	Has the document been loaded correctly?	Load the document correctly.
Quality of scanned data is poor.	Are the glass scanner windows dirty?	Clean the glass scanner windows.

Problem	Check item	Suggestion
Cannot login with administrator password.	Was the Caps Lock on when the password was entered?	Turn off the Caps Lock and try logging in again. If the password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
The "Keyboard error or not keyboard present" message is shown on the screen, the scanner does not startup.	After turning the scanner off, was the power turned back on again immediately?	Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Input field entry entered via the keyboard does not appear on the screen.	Has the input field been selected?	Select the input field and try again.
		Press the [Cancel] button and try again.
		To use the LCD touch panel, touch the input field directly and try again.
Saving is not possible after pressing [Save] on the "File Download" dialog box.	Does the length of the "Save As" folder path (folder path plus file name) exceed 259 characters?	Select a [Save As] folder that respects the limit.
Status screen stops at "Printing scan data to...".	Is there enough free space in the drive on which the spool folder for the print server exists?	Make sure that there is enough space in the drive.
No response from pressing tab or enter key after a file download operation has been selected via the network interface or the download process does not start.	Has the [Download], [Get CSV] or [Backup] button been selected?	Try pressing a different tab or button on the screen.
An error occurs when installing an Admin Tool.	Is an Admin Tool of another language already installed?	Uninstall the existing Admin Tool, and try again.

Problem	Check item	Suggestion
The login screen is not displayed when connecting via the network.	Are the SSL settings correct?	Close the screen, correct the settings, and try connecting again.
	Was the [Yes] button selected on the "Security Warning" dialog box when connecting with HTTPS?	Close the screen and try connecting again. Select the [Yes] button on the "Security Warning" dialog box when connecting.

8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer

Before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider, check the following points.

8.5.1 General Details

Info	Findings
Model	fi-6010N
Serial No.	
	Example: 000001 For the serial number, refer to "8.6 Checking the Scanner Labels" (page 419).
Production date	Year Month
	Example: 2012-01 (January, 2012) For details, refer to "8.6 Checking the Scanner Labels" (page 419).
Date of purchase	Year Month Day
System version	
Symptoms	
Frequency of trouble	
Total throughput	

8.5.2 Error Status

■ Problem when connecting to the scanner via computer

Info	Findings
OS (Windows)	
Admin tool version	
Displayed error message	

■ Document feed trouble

Info	Findings
Document type	
Main purpose of use	
Last cleaned on	Year Month Day
Consumables last replaced on	Year Month Day
Error message details	

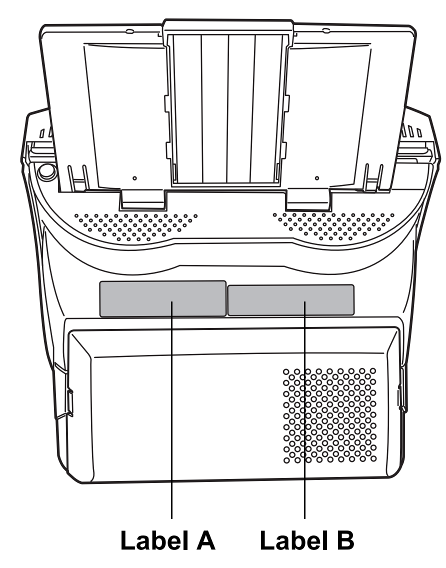
8

■ Other problems

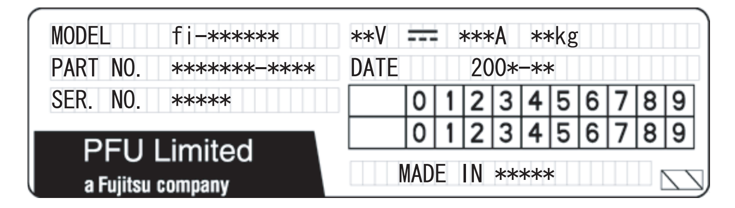
Info	Findings
Can both the original document and scanner image be sent by e-mail or fax?	Circle one: Available Unavailable

8.6 Checking the Scanner Labels

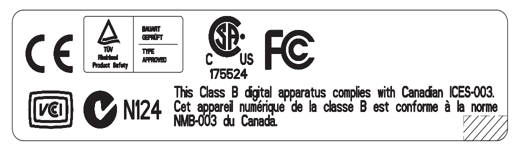
This section provides help on how to check the scanner's two information labels.
The following diagrams show where the labels are located on the scanner.



- Label A (example): Contains various scanner information.



- Label B (example): Indicates the various standards that the scanner conforms to.



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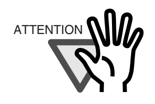
8.7 Pre-Maintenance Preparations

Before sending the scanner for maintenance, the user data store and system settings should be backed up. Refer to the following sections for details:

- "Backing up the User Data Store" from "4.10.1 Maintaining the User Data Store" (page 171)"
- "4.10.2 Maintaining the System Settings" (page 177)

After backing up the user data store and system settings, the original data may be deleted. Refer to the following sections for details:
If the hard disk is replaced, all settings will revert to their factory default values.

- "Clearing the User Data Store" (page 176) from "4.10.1 Maintaining the User Data Store" (page 171)"
- "Clearing the System Log" (page 170) from "4.10.2 Maintaining the System Settings" (page 177)



The user data store may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

Appendix A

ADF Paper Specifications Admin User

This appendix describes the paper size and quality requirements for ensuring that the ADF operates correctly when scanning documents.

A.1 Paper Size

The following paper sizes can be scanned with this scanner:

Width: 52 to 216 mm (2.1 to 8.5 in)

Length: 74 to 356 mm (*) (2.9 to 14 in)

* When "Custom" paper size setting is used, a page length of up to 863 mm (34 in) is allowed for document scanning.

A.2 Paper Requirements

A

A.2.1 Paper Type

The following paper types are recommended for use with the ADF:

- Woodfree paper
- Wood containing paper

When documents of a paper type other than those listed above are used, test-scan a few sheets first to check if the document can be scanned without problem.

A.2.2 Paper Weight

The following paper weights can be used with the ADF:

- For general scanning
  - 52 to 127 g/m^2 (14 to 34 lb)
  - For A8 and Business Card size, 127 g/m^2 only
- For scanning with a Carrier Sheet
  - Up to 127 g/m^2 (Up to 34 lb)
  - Up to 63.5 g/m^2 (Up to 17 lb) (when scanning half fold paper)

A.2.3 Precautions

The following documents may not scan successfully:

- Documents of non-uniform thickness (e.g. envelopes and documents with attachments)
- Wrinkled or curled documents (See the following HINT)
- Folded or torn documents
- Documents with appended photographs, notes, etc.
- Tracing paper
- Coated paper
- Carbon paper
- Carbonless paper
- Photosensitive paper
- Perforated or punched documents
- Documents that are not square or rectangular
- Exceptionally thin documents (less than 52 g/m^2)
- Photographs

Do not attempt to scan the following types of documents:

- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than A8 Portrait
- Documents wider than Letter size (8.5inches = 216mm, A4 is 210mm wide)
- Non-paper documents (such as fabric, foil, transparent paper)



- Carbonless paper contains chemical substances that may damage the pad assy or the pick and other rollers when documents are fed. Pay attention to the following:

  Cleaning:

  If pick errors occur frequently, clean the pad assy and pick roller.

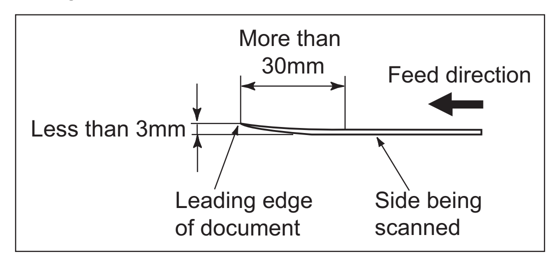
  For details on cleaning the pad assy and pick roller, refer to "Chapter 7 Scanner Care" (page 367).

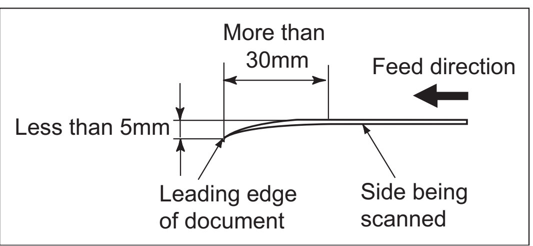
  Replacing parts:

  The service life of the pad assy and pick roller may be shortened when compared to scanning only wood containing paper documents.
- When wood containing paper manuscripts are scanned, the life of the pad assy and pick roller may be shortened compared with the case where woodfree paper manuscripts are scanned.
- When scanning photographs, the face of the photograph may become damaged.



- When scanning semi-transparent documents, set the scan [Brightness] to "Light" to avoid image bleed through.
- To prevent the rollers from becoming dirty, avoid scanning documents containing large areas written or filled in with pencil. If scanning of such documents is unavoidable, clean the rollers frequently.
- To operate correctly, the ADF requires the leading edges of all document sheets be evenly aligned. Make sure that curling of the leading edge is within the following tolerances:

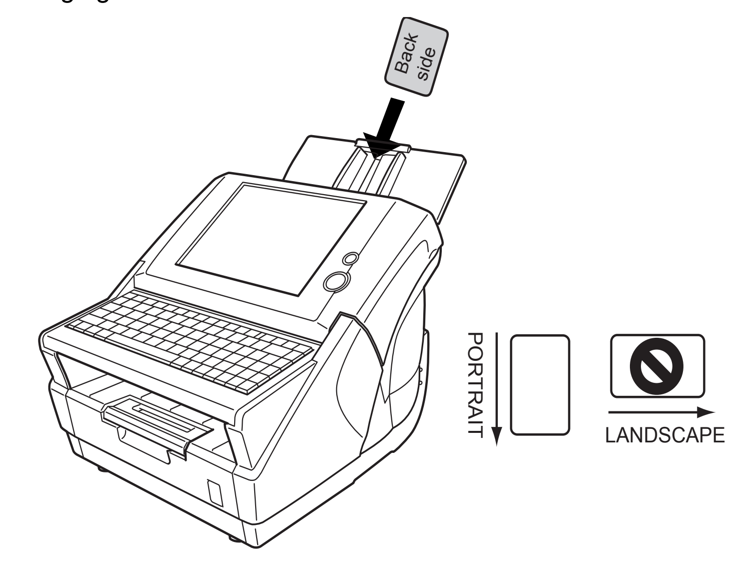




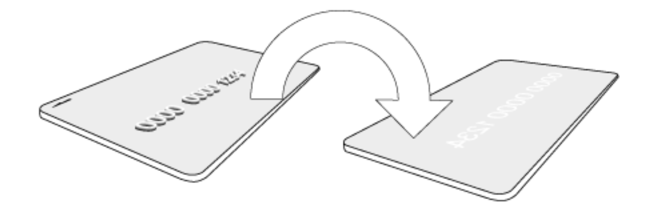


Take the following precautions when scanning plastic cards (for example ID cards).

- In Scan Settings, set the Multifeed Setup to [None]. For more details about Multifeed Setup, refer to "6.9.17 Multifeed Detection (Layer and Length)" (page 343).
- Place one card at a time into the ADF paper chute.
- Cards must be fed through the ADF in portrait mode, as in the following figure.



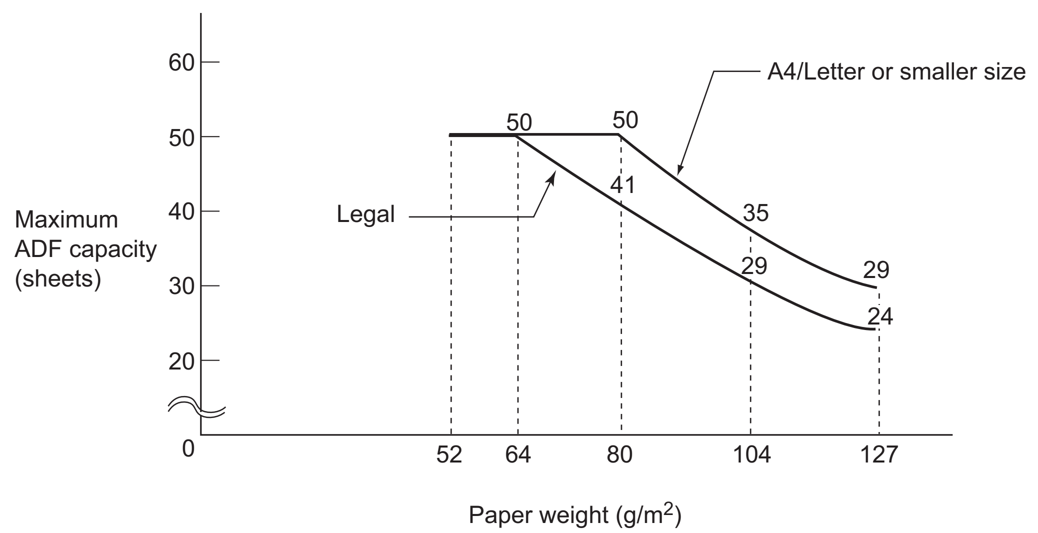
- Cards should be placed face down in the ADF paper chute.
- Embossed cards should be placed with the raised lettering side down.



- Cards should be of the following specifications:
  ISO7810-compliant, Type ID-1 cards
  Width × Length: 2.1 × 3.4 in / 54 × 86 mm
  Thickness: 0.03 ±0.003 in / 0.76 ±0.08 mm
  Material: PVC (polyvinyl chloride) or PVCA (polyvinyl chloride acetate)
- Cards that are excessively stiff may not be fed smoothly by the ADF.
- Cards that have become dirty from handling should be wiped clean before scanning.

A.3 Maximum Document Loading Capacity

The maximum number of sheets that can be loaded into the ADF paper chute is determined by the length and weight of the document paper.
The following graph shows the maximum document loading capacity of ADF according to paper size and weight.

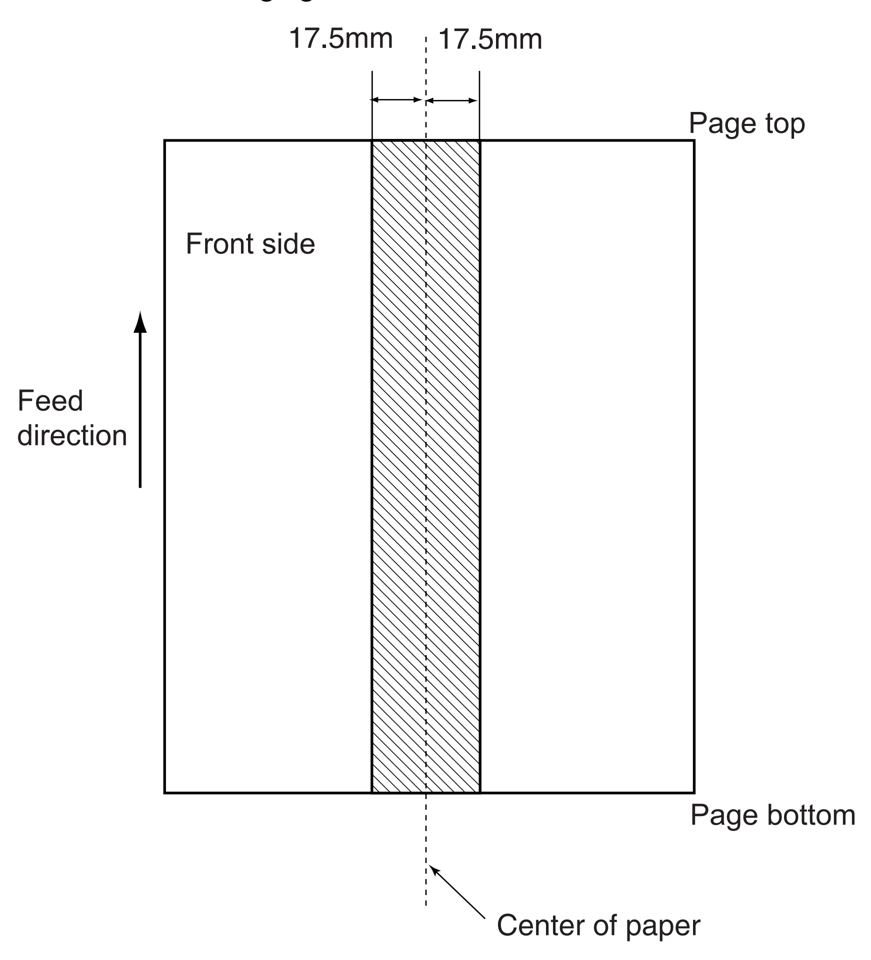


Unit	Standard paper weights						
g/m^2	52	64	75	80	90	104	127
lb	14	17	20	21	24	28	34
kg	45	55	64.5	69	77.5	90	110

A.4 Area not to be Perforated

A

ADF feed problems can occur while scanning if the document has any holes (punched, etc) in the shaded area shown in the following figure.



A.5 Multifeed Detection Conditions

There are three multifeed detection modes: document layer, document length, and both document layer and length. The following conditions must be satisfied in each of these detection modes. The type of document and document conditions can cause the multifeed detection rate to drop.

A.5.1 Detection by Layer

If [Ultrasonic] is selected in "6.9.17 Multifeed Detection (Layer and Length)" (page 343), mulifeeds are detected by layer.
In this case, set sheets of the same thickness in the ADF at any one time.

- Document thickness: 0.065 to 0.15mm
- Punched holes are not allowed within 17.5mm (0.7in) either side of the center of paper.
- Do not glue on any other paper within 17.5mm (0.7in) either side of the center of paper.

A.5.2 Detection by Length

If [Length] is selected in "6.9.17 Multifeed Detection (Layer and Length)" (page 343), multifeeds are detected by length
In this case, set sheets of the same length in the ADF at any one time.

- Document length deviation: 1% or less
- Punched holes are not allowed within 17.5mm (0.7in) either side of the center of paper.

A.5.3 Detection by both Layer and Length

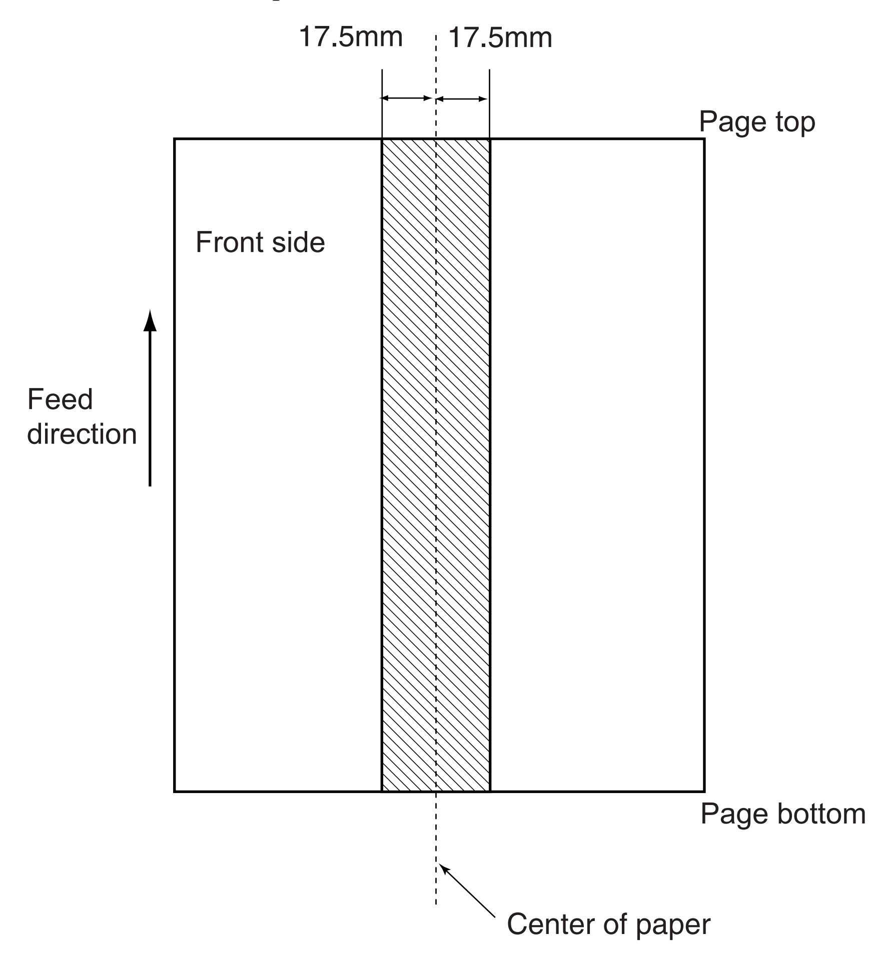
If [Both] is selected in "6.9.17 Multifeed Detection (Layer and Length)" (page 343), mulifeeds are detected by both layer and length.
In this case, set sheets of the same thickness and length in the ADF at any one time.

- Document thickness: 0.065 to 0.15mm
- Document length deviation: 1% or less
- Punched holes are not allowed within 17.5mm (0.7in) either side of the center of paper.
- Do not glue on any other paper within 17.5mm (0.7in) either side of the center of paper.



- Multifeed detection by layer will often mis-detect very thick paper or plastic documents. When scanning such documents, select "None" on the "Multi-feed Setup" screen.
- Multifeed may not be detected for the top and bottom 25mm of a document.

Area where multifeed detection is possible



Appendix B

Management Settings and Limits



B

This appendix describes e-mail address setting values and the limits for the setting items.

B.1 e-Mail Address Setting Values

e-Mail addresses may be up to 256 characters long. One of the following e-mail address formats must be used:

- *XXXXXXX@IP_address*
- *XXXXXXX@Host_name*
- *XXXXXXX@Domain_name*

XXXXXXX	Comprised of alphanumerics and the following symbols. ! # $ % & ' * + - / = ? ^ _ ` { | } ~ . However, periods (.) cannot be used in the following cases. ● Using periods (.) as a initial character ● Using periods (.) as a last element ● Using periods (.) consecutively
IP_address	Comprised of numbers separated by periods (.). IP addresses within the following ranges may be used: 1.0.0.1 - 126.255.255.254 128.0.0.1 - 191.255.255.254 192.0.0.1 - 223.255.255.254
Host_name	Comprised of alphanumerics and hyphens (-) only. Initial character may not be a hyphen.
Domain_name	Name elements comprised of alphanumerics and hyphens (-) are separated by periods (.). Each name element may contain up to 63 characters, and only alphabetic characters may be used for the last element.

B.2 Limits for Setting Items

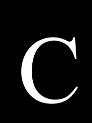
Item		Limit
e-Mail	Destination e-mail addresses	30 (For each: To, Cc, Bcc)
	Segment size	64 - 10,240 KB (Up to the size of one split e-mail)
	Maximum attachment size	1 - 20 MB
	Address warning limit	2 - 1,000
	e-Mail addresses registered to an e-mail address book	● e-Mail addresses only 10,000 ● e-Mail addresses and distribution lists Total of 5,000
	e-Mail addresses registered to a distribution List	100
Fax	Fax numbers registered to a fax number list	1,000
	Fax destinations	One per transmission
Save	Registered folders	100 (Total of network folders and FTP folders)
	Viewable folders and tree items	10,000 (Total of domains, computers and network folders)
Print	Registered printers	100
	Viewable printers and tree items	10,000 (Total of domains, computers and network printers)
Scan to SharePoint	Registered SharePoint folders	100
Job Management	Registered jobs	1,000 (Up to 10 actions can be registered per job)
	Registered job menus	100
	Registered job groups	100
	Registered job group members	1,000 (Total of users and LDAP groups)
	LDAP group availability range	Users within the 5th level
User Management	Registered user profiles	1,000
	Local users	100

Item		Limit
Central Management	Managed scanners	1,000
Log Management	User logs	1,000
	System logs	1,000
Device Maintenance	Error Notification destination e-mail addresses	1
	Registered Add-ins	6 (Total of six items, including Add-ins and other function items, can be displayed on the [Main Menu] window.)
	Imported licenses	100

Appendix C

Root Certification Authority Admin User

This appendix provides an explanation of root certification authority.



C.1 Root Certification Authority List

SSL (Secure Socket Layer) encrypted communication may be used by the scanner for user authentication and save operations to the FTP server or a SharePoint folder.
With SSL, trust certificates are exchanged to authenticate the communication opponents.
The following root certificate authorities are pre-registered in the scanner, but further root certificates may be imported. For details about importing certificates, refer to "4.6.15 Managing Certificates" (page 88).

Issuer	Valid until... (YYYY/MM/DD)
CA 1	2019/3/11
Certiposte Classe A Personne	2018/6/24
Certiposte Serveur	2018/6/24
Certisign - Autoridade Certificadora - AC2	2018/6/27
Certisign - Autoridade Certificadora - AC4	2018/6/27
Certisign Autoridade Certificadora AC1S	2018/6/27
Certisign Autoridade Certificadora AC3S	2018/7/10
Class 1 Primary CA	2020/7/7
Class 2 Primary CA	2019/7/7
Class 3 Primary CA	2019/7/7
Class 3 Public Primary Certification Authority	2028/8/2
Class 3P Primary CA	2019/7/7
Class 3TS Primary CA	2019/7/7
Deutsche Telekom Root CA 1	2019/7/10
Deutsche Telekom Root CA 2	2019/7/10
DST (ANX Network) CA	2018/12/10
DSTCA E1	2018/12/11
DSTCA E2	2018/12/10
DST-Entrust GTI CA	2018/12/9
Entrust.net Secure Server Certification Authority	2019/5/26
Equifax Secure Certificate Authority	2018/8/23
Equifax Secure eBusiness CA-1	2020/6/21
Equifax Secure eBusiness CA-2	2019/6/23

Issuer	Valid until... (YYYY/MM/DD)
Equifax Secure Global eBusiness CA-1	2020/6/21
EUnet International Root CA	2018/10/3
FESTE, Public Notary Certs	2020/1/2
FESTE, Verified Certs	2020/1/2
First Data Digital Certificates Inc. Certification Authority	2019/7/4
FNMT Clase 2 CA	2019/3/19
GlobalSign Root CA	2014/1/28
GTE CyberTrust Global Root	2018/8/14
http://www.valicert.com/	2019/6/26
Microsoft Root Authority	2020/12/31
Microsoft Root Certificate Authority	2021/5/10
NetLock Expressz (Class C) Tanusitvanykiado	2019/2/20
NetLock Kozjegyzoi (Class A) Tanusitvanykiado	2019/2/20
NetLock Uzleti (Class B) Tanusitvanykiado	2019/2/20
PTT Post Root CA	2019/6/26
Saunalahden Serveri CA	2019/6/26
SecureSign RootCA1	2020/9/15
SecureSign RootCA2	2020/9/15
SecureSign RootCA3	2020/9/15
SIA Secure Client CA	2019/7/9
SIA Secure Server CA	2019/7/9
Swisskey Root CA	2016/1/1
Thawte Premium Server CA	2021/1/1
Thawte Server CA	2021/1/1
UTN - DATACorp SGC	2019/6/25
UTN-USERFirst-Hardware	2019/7/10
UTN-USERFirst-Network Applications	2019/7/10
VeriSign Trust Network	2028/8/2

Appendix D

Scanner Specifications

Admin User

This appendix gives specifications for the scanner as a whole, and for scanner parts.

D

D.1 Device Specifications

Item	Specification
Dimensions (W × D × H)	315 × 415 × 281mm
Power consumption (AC)	88W
Weight	13kg
LCD touch panel	8.4-inch XGA TFT LCD monitor Analog resistive touch panel
Keyboard	101 keyboard
Network interface	LAN (10Base-T/100Base-TX)
Input power	AC100-240V± 10% 50/60Hz



This scanner is installed with a Wake-On-LAN card. If the last time the scanner power was turned off was due to an error of power failure, the Wake-On-LAN function will not work.

D.2 Scanner Specifications

Item		Specification	Note
Scanner type		ADF (Automatic Document Feeder)	
Image sensor		Color CCD × 2	
Light source		White cold cathode fluorescent discharge lamp × 2	
Scannable area		Maximum: Legal (8.5 × 14 in) Minimum: A8 (portrait) (52 × 74 mm) or 2 × 3 in	When "Custom" paper size setting is used, a page length of up to 863 mm (34 in) is allowed for document scanning.
Paper weight		52 to 127 g/m^2 (14 to 34 lb)	
Scanning speed (A4/Letter, portrait) (*1)	Color	Simplex: 30 sheets/min. Duplex: 60 pages/min.	150 dpi
	Grayscale		
	Black & White		
	Color	Simplex: 25 sheets/min. Duplex: 50 pages/min.	200 dpi
	Grayscale		
	Black & White		
ADF paper chute capacity		50 sheets (Letter/A4, 80g/m^2 (20 lb))	
Optical resolution		600 dpi	
Output resolution		150 dpi, 200 dpi, 300 dpi, 600 dpi	
Grayscale level (internal/external)		1024/256 levels	

(*1): The maximum hardware limitation. Actual scanning time includes software processing time such as data transfer time.

D

D.3 Languages Supported By and Keyboard Covers Provided With

Scanner Unit Part Number	Supported Language		Keyboard Cover	
PA03544-B101	English	English (US Keyboard)	-	
	Italian	Italiano	PA03544-K600	ITA
	German	Deutsch	PA03544-K601	DEU
	French	Français	PA03544-K602	FRA
	Spanish	Español	PA03544-K603	ESP
	Portuguese	Português	PA03544-K604	PRT
	Russian	Русский	PA03544-K605	RUS
	Korean	한국어	PA03544-K606	KOR
	English	English (UK Keyboard)	PA03544-K608	GBR
	Turkish	Türkçe	PA03544-K610	TUR
PA03544-B102	English	English (US Keyboard)	-	
	Traditional Chinese	中文 (繁體)	PA03544-K607	CHN
	French (Canada)	Français (Canada)	PA03544-K609	CAN
PA03544-B105	English	English (US Keyboard)	-	
PA03544-B205	Spanish	Español	PA03544-K603	ESP
	Portuguese	Português (América do Sul)	PA03544-K604	PRT

To obtain a keyboard cover, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

Appendix E

Operation Messages

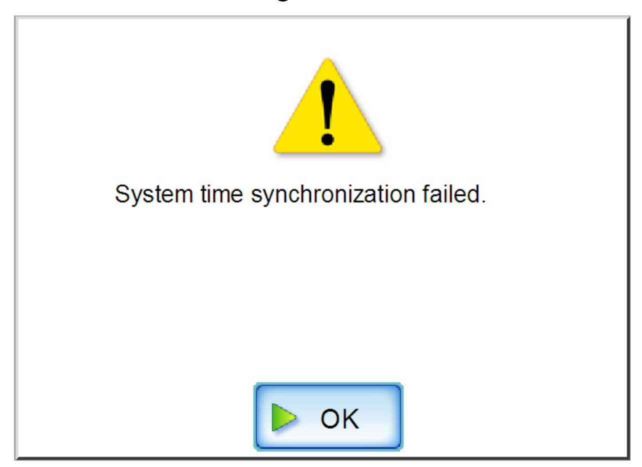


This appendix provides information about messages which may appear during scanner operations, and how to deal with them.

E

E.1 Administrator Messages

The following messages may appear during administrator operation.
Messages are displayed in the form of a dialog box as follows.



The following table describes the types of marks which may appear in a message dialog box.

Marks	Description
	Warning message. Displayed if invalid values have been entered for a setting. Check the message and press the [OK] button.
	Error message. Check the message and press the [OK] button.
	Information message. Check the message and press the [OK] button. No action required.
	Inquiry message. Check the message, select and press a button.

E.1.1 Administrator Screen Messages

<table>
<tr><th>Screen</th><th>Message</th><th>Action</th></tr>
<tr><td>Scanner Name</td><td>Scanner name contains invalid characters.</td><td>Re-enter the scanner name using only specified valid characters.
Do not enter a blank space before or after the scanner name. Do not use control characters or any of the following symbols:
" / \ [ ] : | < > + = ; , ?</td></tr>
<tr><td></td><td>Workgroup or domain name contains invalid characters.</td><td>Workgroup or domain name contains invalid characters.
Workgroup names may be up to 15 alphanumeric characters long.
Domain names may be up to 255 alphanumeric characters long, and ".-_" can also be used.</td></tr>
<tr><td></td><td>Domain login failed.</td><td>Check the specified user name and password.</td></tr>
<tr><td></td><td>Specified domain cannot be found.</td><td>Could not connect to domain.
Check that the specified domain is correct, and that it is connected to the network.</td></tr>
<tr><td></td><td>Workgroup or domain name has not been entered.</td><td>Group or domain name contains invalid characters.
Group names may be up to 15 alphanumeric characters long.
Domain names may be up to 255 alphanumeric characters long, and ".-_" can also be used.</td></tr>
<tr><td>Date/Time</td><td>Date/time setting is invalid.
[Available date range]</td><td>Re-enter a date/time that is included in [Available date range].</td></tr>
<tr><td></td><td>Time adjustment has caused the session to timeout. Logging out now.</td><td>No action required.</td></tr>
<tr><td>Login Settings</td><td>Invalid user name.</td><td>Enter a valid user name, and try again.</td></tr>
<tr><td></td><td>User name contains invalid characters.</td><td>Re-enter the user name using only specified valid characters.</td></tr>
</table>

E

<table>
<tr><th>Screen</th><th>Message</th><th>Action</th></tr>
<tr><td>Admin Password</td><td>New password contains invalid characters.</td><td>Enter a valid new password. Alphanumeric characters (case sensitive) and symbols may be entered.</td></tr>
<tr><td>File Names</td><td>"Save as:" file name contains invalid characters (\/:*?"<>|), or is set to a reserved string (CON, PRN, AUX, CLOCK$, NUL, COM0, ..., COM9, LPT0, ..., LPT9). Re-enter the file name and try again.</td><td>Do not use the following symbols or reserved strings:
\/: * ? " < > | CON PRN AUX CLOCK$ NUL COM0 - COM9 LPT0 - LPT9
Re-enter the file name using only the specified valid characters.</td></tr>
<tr><td rowspan="3">Certificate Management</td><td>Authentication certificate could not be imported.</td><td>Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.</td></tr>
<tr><td>Authentication certificate could not be imported into the "Trusted Root Certificate Authorities" store.</td><td>Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.</td></tr>
<tr><td>Authentication certificate could not be deleted.</td><td>Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.</td></tr>
<tr><td>IP Address</td><td>IP address could not be set. Try again.</td><td>Try again.
If that does not work, restart the scanner and try again.</td></tr>
<tr><td>Admin Network</td><td>Invalid combination of settings has been specified.</td><td>The following settings combinations are not possible.
● Port Number "80" and SSL "On"
● Port Number "443" and SSL "Off"
Enter a valid settings combination for Port Number and SSL.</td></tr>
<tr><td rowspan="3">Central Admin Server</td><td>Scanner details could not be registered with the iScanner Central Admin server.</td><td>Check the Central Admin Server connection environment.</td></tr>
<tr><td>Invalid address has been specified.</td><td>Enter a valid address, and try again.</td></tr>
<tr><td>Discovery ID contains invalid characters.</td><td>Use alphanumeric characters and symbols. Note that the Discovery ID is case sensitive.</td></tr>
</table>

Screen	Message	Action
DNS Server	DNS suffix contains invalid characters.	Re-enter the DNS suffix using only specified valid characters.
NTP Server	System time synchronization failed.	Try the following: ● Check the NTP server IP address, host name, and FQDN settings. ● Check the network path between to the NTP server for problems. ● The NTP server may be busy. Wait a short time before trying again to synchronize the system time. If that does not work, the specified server may not be an NTP server, so try a different NTP server. ● The specified NTP server cannot provide a trusted date and time. It attempted to acquire the date and time from a higher level NTP server, but failed. Try a different NTP server or have the network administrator investigate. ● Check that the time is correct. If the time is incorrect, adjust the date/time, and try again. ● Refer to "4.6.5 Setting the Date/Time" (page 64), adjust the date/time, and try again.
	Time synchronization has caused the session to timeout. Logging out now.	No action required.
LDAP Server	Connection test failed. Check the LDAP settings.	Check that each item has been set correctly. ● Address ● Port number ● SSL ● Search base ● Authorized user (DN) ● User name ● Password If there are no problems with the settings, contact a network administrator.

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Screen	Message	Action
Network Printer	Access was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
	Access was refused. The specified account is currently locked out.	Contact a network administrator.
	Access was refused.	Contact a server administrator to find out if an access permit has been set.
	Operation not possible. Network path is not working.	Contact a server administrator.
	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
	Length of specified network printer path exceeds the maximum selectable path length. This printer may not be selected.	Select a different network printer and try again.
	Cannot acquire network information.	Contact an administrator for the specified server.
	Specified user is no longer able to login to this network printer.	The specified user account has expired. Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.

Screen	Message	Action
Network Printer	Specified password is no longer valid for this network printer.	Specified password was expired. Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
	Specified user needs to renew their password for this network printer.	Change the password before logging in to the network printer for the first time. Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Cannot add printer.	Try the following: ● Check the specified network printer path. ● Check that the printer settings and access privileges for the network printer have been set correctly. ● Check that the shared printer settings have been set correctly on the print server. ● By performing a ping test, check if the network connection to the printer is working properly. If there is no response from the ping test, check that the system network is functioning normally by performing a ping test from another machine in the network. ● Check that the primary DNS suffix of the print server has been set correctly.
	Network printer tree information is not available.	Check whether the Central Admin Server "Computer Browser" service is stopped. If stopped, start the service.

E

Screen	Message	Action
SharePoint Folder	SharePoint access error occurred.	Check the network connection and server status, and try again.
	SharePoint site cannot be accessed.	
	SharePoint site not found.	Check the network connection and site settings, and try again.
Network Folder	Access was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
	Access was refused. The specified account is currently locked out.	Contact a network administrator.
	Specified network folder alias is already being used. Try a different alias.	Rename the network folder whose alias is already being used, and try adding the folder again.
	Access was refused.	Contact a server administrator to find out if an access permit has been set.
	Cannot find the network folder path.	Contact a server administrator.
	Operation not possible. Network path is not working.	Contact a server administrator.
	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
	Length of specified network folder path exceeds the maximum selectable path length. This folder may not be selected.	Select a different network folder and try again.

Screen	Message	Action
Network Folder	Cannot acquire network information.	Contact an administrator for the specified server.
	Specified user is no longer able to login to this network folder.	The specified user account has expired. Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
	Specified password is no longer valid for this network folder.	Specified password was expired. Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
	Specified user needs to renew their password for this network folder.	Change the password before logging in to the network folder for the first time. Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Cannot connect to FTP path.	Try the following: ● Check that the FTP path is correct. ● Check the user name and password. ● Check the protocol settings. ● Check the port number. ● Check the passive mode settings. ● Check the encryption settings. ● Check proxy settings.
	Network folder tree information is not available.	Check whether the Central Admin Server "Computer Browser" service is stopped. If stopped, start the service.

Screen	Message	Action
Alert Notification	Test e-mail could not be sent.	Try the following: ● Check if the computer connected to the SMTP server is running properly. ● Check if an e-mail can be sent to the address from another computer in the network. ● By performing a ping test, check if the SMTP server or the network connection to the SMTP server is working properly. If there is no response from the SMTP server ping test, check that the system network is functioning normally by performing an SMTP server ping test from another machine in the network. ● If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions. ● If the only the SMTP server cannot connect to the network, request the network administrator to check that the SMTP server and the network connection to the server are functioning normally.

Screen	Message	Action
System Status	Cannot read data from a scanner unit.	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Usage Status	Cannot read data from a scanner unit.	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Screen	Message	Action
User Data Store	Specified backup file could not be uploaded, or is not a valid user data store.	Try the following: ● Check if the specified backup file is correct. ● Try restoring the file again. ● Specified backup file may not be uploaded because of network error. Check the network status.
	Restoring from the specified backup file will cause the maximum number of user data stores to be exceeded. Clear the existing user data stores, and try again.	Up to 1,000 users can be registered. Clear the existing user data stores, and try again. "Clearing the User Data Store" (page 176)
	User data could not be restored. Specified file contains unsupported data.	Versions do not match between the backup device and restoring device. Update the restoring device. "4.10.3 Updating the Scanner's System Software" (page 182)
	User data could not be restored. The language of the backup file must be the same as the current language setting.	Change the language setting back to the language at the time of backup, and try restoring the user data again.
System Settings File	Specified backup file could not be found or could not be uploaded.	Try the following: ● Check if the specified backup file is correct. ● Try restoring the file again. ● Specified backup file may not be uploaded because of network error. Check the network status.
	Backup data could not be restored. Specified file contains unsupported data.	Versions do not match between the backup device and restoring device. Update the restoring device. "4.10.3 Updating the Scanner's System Software" (page 182)
	Backup data could not be restored. The language of the backup file must be the same as the current language setting.	Change the language setting back to the language at the time of backup, and try restoring the backup data again.

Screen	Message	Action
System Settings File	System settings were successfully restored. The scanner will be restarted.	No action required.
System Updates	Specified update file cannot be applied to this system.	Check the applicable system for the update file. Or, check the status of installed options.
	Specified update file could not be uploaded, or is not a valid system update.	Try the following: ● Check if the specified update file is correct, and try again. ● Specified update file may not be uploaded because of network error. Check the network status.
	A new update is available. Download and install the update from the relevant published server.	Download and install the new update files from the published server as necessary.
	No new update is available.	No action required.
	Contact with the relevant published server failed.	Check the settings for access to the published server. When proxy server settings are required for access to an external server, set the HTTP proxy server on the "Proxy Server" window.
Common	Error: problem with *XXXXXX*. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Error code=*xxxxxxx* Result code=*xxxxxxx* (*XXXXXX*: Function Name)	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
	Error: problem with *XXXXXX*. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. (*XXXXXX*: Function Name)	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Screen	Message	Action
Add-in Software	Specified Add-in data contents are invalid.	Check the contents of the specified Add-in module.
	Specified Add-in file cannot be applied to this system.	Check the system version, prepare the correct version of the update file, and try again.
	Specified Add-in could not be uploaded.	Try the following: ● Check if the specified update file is correct, and try again. ● Specified update file may not be uploaded because of a network error. Check the network status.
	System version *xx* or later is required to install the specified Add-in.	Update the system, and then install the Add-in module.
Admin Tool	Connection error.	For more details about the process, refer to "8.3.3 Failure to Access the Scanner using a Web Browser, Admin Tool, or Central Admin Server" (page 409).
	Cannot connect to this system version.	Install the Admin Tool from the scanner, and try again.
Job Settings	Session has timed out. Click the "Close" button in the toolbar to close the edit settings window.	Close the edit settings window, and try again.
	A fatal error has occurred. Close the Job Settings session, then try again. If the problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Close the Job Settings session, and try again.
	Insufficient memory to continue. Close the Job Settings session, then try again.	Ensure that there is enough memory capacity available, and try again.
	Insufficient free disk space to continue. Close the Job Settings session, then try again.	Ensure that there is enough free disk space available, and try again.

Screen	Message	Action
LDAP Connection	LDAP search base setting is invalid.	Correct the LDAP settings.
	LDAP server is busy.	Wait for a while, and try again.
	Search has timed out. Contact a system administrator.	Contact a system administrator.
	Cannot connect to the LDAP server. Check that the LDAP access settings are correct and that the LDAP server is running and accessible.	Contact a system administrator.
	LDAP server connection failed SSL authentication.	Contact a system administrator.
	LDAP access user name, password and/or search base settings are invalid.	Enter a valid user name and password, and try again.
	LDAP authorized user (DN), password and/or search base settings are invalid.	Try the following: ● Check the LDAP server and search base settings. ● Enter a valid authorized user (DN) and password.
	LDAP server access failed. Check that the LDAP access settings and LDAP server settings are correct.	Contact a system administrator.
	Could not get data from the LDAP server. Check the LDAP search base settings.	Check the search base settings, and try again.
	Connecting to the LDAP server. Enter a User Name and Password.	Enter a user name and password.
	Connecting to the LDAP server. Enter an Authorized User (DN) and Password.	Try the following: ● Check the LDAP server and search base settings. ● Enter a valid authorized user (DN) and password.
	LDAP server access failed. Check that the LDAP access, LDAP server, Authorized User (DN), Password and Search Base settings are correct.	Try the following: ● Contact a server administrator to check the LDAP server operation. ● Check the network settings. ● Check the LDAP server and search base settings. ● Enter a valid authorized user (DN) and password.

Screen	Message	Action
LDAP Connection	Number of matches has reached the maximum allowed. Try refining the search conditions.	Refine the search conditions, and try again.

E.1.2 System Log Messages

System log messages which may appear during administrator operations can be arranged into the following three categories:

- Information
- Error
- Warning

■ Information

Code	Message	Action
01000001	(*XXXXXX*) Settings were changed. Info: (*XXXXXX*: Function Name)	No action required.
01000002	Pad assy usage counter was cleared.	
01000003	Pick roller usage counter was cleared.	
01000004	All users log was prepared for download.	
01000005	System log was prepared for download.	
01000006	User data store was prepared for download.	
01000007	User data store was restored.	
01000008	System settings were prepared for download.	
01000009	System was updated. Info: New System Version = *x.x.x.x*	
01000009	System was updated. Info: System Version = *x.x.x.x*	
01000009	System was updated. Info: Security Version = *x.x.x.x*	
01000009	System was updated. Info: Option *xxxx* = *xxxx*	
01000010	Test e-mail was sent successfully.	
01000011	User data store was cleared.	
01000012	System time was synchronized successfully.	
01000013	System settings restoral completed.	

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Code	Message	Action
01000014	Technical support data was prepared for download.	No action required.
01000015	Add-in module was installed successfully. Add-in: *xxxxxx* Version: *xxxxxx*	
01000016	Add-in module was uninstalled successfully.	
01000017	System settings restoral started.	
01000018	Update Scheduler has been enabled.	
01000019	Update Scheduler has been disabled.	
01000020	Login LDAP server connection test succeeded.	
01000021	e-Mail address LDAP server connection test succeeded.	
01000022	Update is already in effect, and was not applied again. Info: System Version = *x.x.x.x*	
	Update is already in effect, and was not applied again. Info: Security Version = *x.x.x.x*	
02100014	A new update is available. Download and install the update from the relevant published server.	Download and install the new update files from the published server as necessary.
02100015	No new update is available.	No action required.
0C010001	Created new Job. Job name: *XXXXXX*	
0C010002	Copied existing Job. Job name: *XXXXXX* Source name: *YYYYYY*	
0C010003	Edited Job. Job name: *XXXXXX*	
0C010004	Deleted Job. Job name: *XXXXXX*	
0C020001	Created new Job Menu. Menu name: *XXXXXX*	

Code	Message	Action
0C020002	Copied existing Job Menu. Menu name: *XXXXXX* Source name: *YYYYYY*	No action required.
0C020003	Edited Job Menu. Menu name: *XXXXXX*	
0C020004	Deleted new Job Menu. Menu name: *XXXXXX*	
0C030001	Created new User Group. Group name: *XXXXXX*	
0C030003	Edited User Group. (Deleted members belonging to a non-current server type.) (*) Group name: *XXXXXX*	
0C030004	Deleted User Group. Group name: *XXXXXX*	
0C040001	LDAP server access succeeded. Search base: *XXXXXX*	

(*): Only recorded when a member of a different LDAP server type is deleted while editing the user group.

■ Error

Code	Message	Action
81001001	Error: problem with *XXXXXX*. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Error code=*xxxxxxx* Result code=*xxxxxxx* (*XXXXXX*: Function Name)	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81001002	Error: problem with *XXXXXX*. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. (*XXXXXX*: Function Name)	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81001003	Corrupted system log file was deleted.	No action required.
81001004	Corrupted user log file was deleted.	
81001005	Settings could not be changed. Info: *XXXXXX* Add-in: *xxxxxxx* Version: *xxxxxxx*	Failed to register an Add-in, change Add-in settings, or change the restored scanner system settings. Check the scanner status and setting value. Cause of the error and the failed setting value are shown at Info: *XXXXXX*.
81001006	(IP Address) Settings could not be changed. Info: Specified IP address is already being used. DHCP = Off IP Address = *xxx.xxx.xxx.xxx* Subnet Mask = *xxx.xxx.xxx.xxx* Default Gateway = *xxx.xxx.xxx.xxx*	Returns to the previous IP address before it was changed. Enter a non-duplicated IP address, and try again.
81001007	Update Scheduler could not be enabled.	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81001008	Update Scheduler could not be disabled.	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Code	Message	Action
7C040001	LDAP search base setting is invalid. Search base: *XXXXXX*	Check the search base settings.
7C040002	LDAP server is busy. Search base: *XXXXXX*	Try the following: ● Wait for a while, and try again. ● Contact a server administrator to check LDAP server operation.
7C040003	Search has timed out. Contact a system administrator. Search base: *XXXXXX*	Contact a server administrator to check that the search timeout setting is correct.
7C040005	Cannot connect to the LDAP server. Check that the LDAP access settings are correct and that the LDAP server is running and accessible. Search base: *XXXXXX*	Try the following: ● Check the LDAP server and search base settings. ● Contact a server administrator to check LDAP server operation.
7C040006	LDAP server connection failed SSL authentication. Search base: *XXXXXX*	Contact a server administrator to check that the SSL authentication settings and certification for the LDAP server are correct.
7C040008	LDAP access user name, password and/or search base settings are invalid. Search base: *XXXXXX*	Try the following: ● Specify a correct user name and password. ● Specify a valid user name and password. ● Check the LDAP server and search base settings.
7C040009	LDAP server access failed. Check that the LDAP access settings and LDAP server settings are correct. Search base: *XXXXXX* Detail error code: *XXXXXXXXXX* Detail error message: *XXXXXXXXXX*	Try the following: ● Contact a server administrator to check LDAP server operation. ● Check that the network settings are correct.
7C040010	Could not get data from the LDAP server. Check the LDAP search base settings. Search base: *XXXXXX*	Check the search base settings.

Code	Message	Action
7C040011	LDAP authorized user (DN), password and/or search base settings are invalid. Search base: *XXXXXX*	Try the following: ● Check the LDAP server and search base settings. ● Set a valid authorized user (DN) and password.
7C040012	LDAP server access failed. Check that the LDAP access, LDAP server, Authorized User (DN), Password and Search Base settings are correct. Search base: *XXXXXX* Detail error code: *XXXXXXXXXX* Detail error message: *XXXXXXXXXX*	Try the following: ● Contact a server administrator to check the LDAP server operation. ● Check the network settings. ● Check the LDAP server and search base settings. ● Set a valid authorized user (DN) and password.

■ Warning

Code	Message	Action
02200224	Contact with the relevant published server failed.	Check the settings for access to the published server. When proxy server settings are required for access to an external server, set the HTTP proxy server on the "Proxy Server" window.
82001001	Cannot read data from a scanner unit.	Check the scanner connection.
82001002	Scheduled date/time for update is not more than 10 minutes away, so Update Scheduler could not be enabled.	Contact a server administrator to have the Update Scheduler set to a later time.

E.1.3 Alert Monitor System Log Messages

System log messages which may be received from the scanner alert monitor service can be arranged into the following three types:

- Information
- Error
- Warning

■ Information

The following table gives a summary of system log information messages which may be received from the scanner alert monitoring service.
No action is required.

Code	Message	Action
01001014	Scanner alert monitor started. Scanner alert monitor start date/time = *MM/dd/yyyy HH:mm:ss*	No action required.
01001015	Scanner alert monitor stopped.	
01001016	Scanner alert monitor stopped by system standby mode.	
01001017	Scanner alert monitor restarted after resume from standby.	

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■ Error

The following table gives a summary of system log error messages which may be received from the scanner alert monitoring service.
The messages shown here are sent to the e-mail address specified in "4.7.16 Setting the Destination for Alert Notifications" (page 155).

Code	Message	Action
81000001	CPU power supply error.	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81000002	1.5V power supply error.	
81000003	3.3V power supply error.	
81000004	5V power supply error.	
81000005	12V power supply error.	
81000006	-12V power supply error.	
81000007	5V Standby power supply error.	
81000008	Battery power supply error.	
81000009	Internal temperature error.	● Check if the air ventilation inlet is blocked. ● Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81000010	CPU temperature error.	
81000011	System fan speed error.	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
81000012	CPU fan speed error.	

Code	Message	Action
81002003	Alert notification e-mail could not be sent.	Check the following: ● Check if the computer connected to the SMTP server is running properly. ● Check if an e-mail can be sent to the address from another computer in the network. ● By performing a ping test, check if the SMTP server or the network connection to the SMTP server is working properly. If there is no response from the SMTP server ping test, check that the system network is functioning normally by performing an SMTP server ping test from another machine in the network. ● If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions. ● If only the SMTP server cannot connect to the network, request the network administrator to check that the SMTP server and the network connection to the server are functioning normally.
81002004	Device monitoring service error.	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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■ Warning

The following table gives a summary of system log warning messages which may be received from the scanner alert monitoring service.
The messages shown here are sent to the e-mail address specified in "4.7.16 Setting the Destination for Alert Notifications" (page 155).

Code	Message	Action
82000005	Pad assy needs replacement soon.	Obtain a replacement pad assy soon. The pad assy should be replaced after every 50,000 scanned sheets or once a year.
82000006	Pad assy needs replacement now.	Pad assy has passed its rated lifetime (50,000 scanned sheets or once a year) and needs to be replaced.
82000007	Pick roller needs replacement soon.	Obtain a replacement pick roller. The pick roller should be replaced after every 100,000 scanned sheets or once a year.
82000008	Pick roller needs replacement now.	Pick roller has passed its rated lifetime (100,000 scanned sheets or once a year) and needs to be replaced.

E.2 Regular User Messages

The following messages may appear during regular user operation.

E.2.1 Regular User Screen Messages

Screen	Message	Action
Login	Administrator operation in progress, please wait...	Only one administrator or user can login to the scanner at any one time. Please wait until operations are completed.
	Login failed. Check the user name and password, and try again.	Try the following: ● Enter a correct user name and password. ● Enter a valid user name and password. ● Contact a system administrator and have them check that the LDAP server is set. ● Contact a system administrator to have the server status checked. ● Contact a system administrator to check if the password has expired. ● Login is not possible if the Active Directory account option is "User must change password at next logon". Contact an administrator to set a password, and then try logging in.

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Screen	Message	Action
Login	LDAP authorized user (DN), password and/or search base settings are invalid.	Try the following: ● Enter a correct authorized user (DN) and password. ● Enter a valid authorized user (DN) and password. ● Contact an administrator to check that the LDAP server is set. ● Contact an administrator to check the status of the server. ● Contact an administrator to check that the password has not expired.
	Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help	Try the following: ● Check that the cables are connected to the scanner properly. ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect try turning the power off for 10 seconds, and back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
	Invalid LDAP Search Base format.	Contact a system administrator to have the LDAP search base format corrected. "4.7.8 Setting the Login LDAP Server" (page 105)

Screen	Message	Action
Login	LDAP server is busy.	Try the following: ● Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to have the server status checked.
	Number of user data stores has reached the maximum allowed. New users may not login until the old user data stores are deleted.	Contact a system administrator to have the user information deleted. "Restoring the User Data Store" (page 175)
	Communicating with the Central Admin Server.	Login is not possible while the scanner is communicating with the Central Admin Server. Wait for the communication session to finish, then try again.
	User roaming data could not be downloaded from the Central Admin Server. OK to continue? (If you continue, the scanner will use the currently saved scan settings.)	Check the connection to the Central Admin Server.
Consumable Alert	Replace Soon	Replace the consumable part when convenient. For details, refer to "7.6 Replacing Parts" (page 380).
	Replace Now	Replace the consumable part when convenient. For details, refer to "7.6 Replacing Parts" (page 380).
Scanning	Document not found. Load a document into the ADF, making sure the side guides are adjusted correctly and try again.	Load the document into the ADF paper chute, and try again. Load the document to prevent any space between the side guides and the edges of the documents. For details, refer to "6.1 Loading Documents" (page 242).

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Screen	Message	Action
Scanning	Paper jam has occurred. Remove the documents from the ADF and try again.	Try the following: ● Remove the documents from the ADF. ● Remove the pages which were not scanned correctly.
	Top cover may be open. Close the top cover, reload the documents and try again.	Close the top cover, reload the documents and try again.
	Feed Error: Document(s) may not match the set paper size, ADF may have grabbed more than one sheet, or documents may not be suitable for scanning. Remove the documents from the ADF, check them and try again. If problem persists, consult the manual.	Press the ADF release button to open the top cover, and remove the documents from the ADF. If more than one sheet has been fed, reset the document and try again. Check that the actual document(s) size matches the paper size specified in the "Paper Size" screen. If not, specify the paper size again. For details, refer to "6.9.3 Paper Size" (page 318).

Screen	Message	Action
Scanning	Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help	Try the following: ● Reduce the size of the scan data or set a lower resolution level, and try again. ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Screen	Message	Action
Scanning	An error has occurred. Some pages were skipped. Try again after turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. Number of Skipped Pages: *XXX*	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
	Scanner hardware failure. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Screen	Message	Action
Scanning	When the file format is [MTIFF], the maximum file size for the total scanned data is 2GB. If the size of the scanned data exceeds 2GB, no MTIFF files can be created.	Try the following: ● Delete scanned pages from Scan Viewer until the total file size of the scanned data is less than 2GB. ● Increase the compression level and try scanning again.
	Scanning with the carrier sheet failed. Make sure the document is fully inserted into the top of the carrier sheet and the folded edge is on the side marked with the thick line, then try again. If the problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Make sure the document is fully inserted into the top of the Carrier Sheet and the folded edge is on the side marked with the thick line, then try again. If the problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
Roller Cleaning	Scanner top cover is closed. Open the cover and try again.	Open the top cover to clean the feed rollers, and try again. For details, refer to "7.2.1 Cleaning the ADF" (page 371).
	Press the keyboard [C] key to step the feed rollers forward. Press the [OK] button after the feed rollers have been cleaned.	Clean the rollers, and then press the [OK] button.
Shutdown	Shutdown will occur after all jobs finish. Please wait...	Operations cannot be carried out while the scanner is shutting down. The scanner will shutdown automatically. Please wait.
Scan Test	Document not found. Load a document into the ADF, making sure the side guides are adjusted correctly and try again.	Load the document into the ADF paper chute, and try again. Load the document to prevent any space between the side guides and the edges of the documents. For details, refer to "6.1 Loading Documents" (page 242).

Screen	Message	Action
Scan Test	Feed Error: Document(s) may not match the set paper size, ADF may have grabbed more than one sheet, or documents may not be suitable for scanning. Remove the documents from the ADF, check them and try again. If problem persists, consult the manual.	Press the ADF release button to open the top cover, and remove the documents from the ADF. If more than one sheet has been fed, reset the document and try again. Check that the actual document(s) size matches the paper size specified in the "Paper Size" screen. If not, specify the paper size again. For details, refer to "6.9.3 Paper Size" (page 318).
	Paper jam has occurred. Remove the documents from the ADF and try again.	Try the following: ● Remove the documents from the ADF. ● Remove the pages which were not scanned correctly.
	Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Try the following: ● Check that the cables are connected to the scanner properly. ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Screen	Message	Action
Send e-Mail	Invalid "From" address. Re-enter the address and try again.	Enter a valid e-mail address including "@".
	Invalid "To" address. Re-enter the address and try again.	Enter a valid e-mail address including "@".
	Invalid "Cc" address. Re-enter the address and try again.	Enter a valid e-mail address including "@".
	Invalid "Bcc" address. Re-enter the address and try again.	Enter a valid e-mail address including "@".
	No more than 30 "To" addresses are allowed.	Reduce the number of "To" addresses to 30 or less.
	No more than 30 "Cc" addresses are allowed.	Reduce the number of "Cc" addresses to 30 or less.
	No more than 30 "Bcc" addresses are allowed.	Reduce the number of "Bcc" addresses to 30 or less.
	Current login (LDAP account) has become invalid.	Contact a system administrator to have the login account validated.
e-Mail Address Book	Search has timed out. Contact a system administrator.	Contact a system administrator to check the time of the search timeout. "4.7.8 Setting the Login LDAP Server" (page 105)
	LDAP server is busy.	Try the following: ● Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to have the server status checked.
	Number of matches has reached the maximum allowed. Try refining the search conditions.	Enter more specific search conditions to narrow down the search.

Screen	Message	Action
Send Fax	Invalid fax number. Try again.	Enter a valid fax number. Only numbers 0 to 9, -,*, and # can be used.
	Invalid notification address (Sender's e-Mail Address). Try again.	Enter a valid notification address.
	Current login (LDAP account) has become invalid.	Contact a system administrator to have the login account validated.
Add Fax Number	Invalid fax number. Try again.	Enter a valid fax number. Only numbers 0 to 9, -,*, and # can be used.
Edit Fax Number	Invalid fax number. Try again.	Enter a valid fax number. Only numbers 0 to 9, -,*, and # can be used.
Print	Network is busy. Try again later.	Wait for a while, and try again.
	Cannot find the network printer path.	Try the following: ● Contact a server administrator. ● Check that the spooler is operating properly.
	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
	Access to network printer was refused.	Contact a server administrator to find out if an access permit has been set.
	Network path is too long.	Try the following: ● Set a shorter printer alias. ● Contact a system administrator to have the network path shortened.
	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.

Screen	Message	Action
Print	Current login (LDAP account) has become invalid.	Contact a system administrator to have the login account validated.
	Specified user is no longer able to login to this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
	Specified password is no longer valid for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated again.
	Specified user needs to renew their password for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Access to network printer was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
	Access to network printer was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.

Screen	Message	Action
Print	Could not connect to the network printer.	Try the following: ● Check that the LAN cable is connected properly to the scanner and print server. ● Contact a network administrator to check that the print server is working properly. ● Check that the print server spooler is operating properly. ● Contact a network administrator to find out if an access permit has been set. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
	Error: network printer could not be accessed.	Contact a network administrator to check whether the network printer can be accessed.
	Invalid No. of copies. Enter a value between 1 and 99, and try again.	Enter a valid No. of copies. Only numbers 1 to 99 can be used.
Print Server Authentication	User name is required.	Enter a user name.
	Network is busy. Try again later.	Wait for a while, and try again.
	User name or password may be incorrect.	Re-enter the user name and password.
	Cannot find the network printer path.	Try the following: ● Contact a server administrator. ● Check that the spooler is operating properly.

Screen	Message	Action
Print Server Authentication	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
	Access to network printer was refused.	Contact a server administrator to find out if an access permit has been set.
	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
	Specified user is no longer able to login to this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
	Specified password is no longer valid for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated again.
	Specified user needs to renew their password for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Access to network printer was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
	Access to network printer was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.

Screen	Message	Action
Print Server Authentication	Could not connect to the network printer.	Try the following: ● Check that the LAN cable is connected properly to the scanner and print server. ● Contact a network administrator to check that the print server is working properly. ● Check that the print server spooler is operating properly. ● Contact a network administrator to find out if an access permit has been set. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
	Error: network printer could not be accessed.	Contact a network administrator to check whether the network printer can be accessed.
Save	User name or password may be incorrect.	Try the following: ● Directly enter a valid user name and password. ● Check that the proxy server is operating properly. ● Contact an administrator to check that the IP address settings, FTP server network folder, or proxy server settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
	Cannot find the network folder path.	Contact a server administrator.
	File already exists. Choose a different name or change the overwrite permission setting.	Change the file name, or select [Yes] to overwrite the file with the same name.

Screen	Message	Action
Save	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
	Access to network folder was refused.	Contact a server administrator to find out if an access permit has been set.
	Network path is too long.	Try the following: ● Set a shorter file name. ● Select a [Save in] folder with a shorter name. ● Contact a system administrator to have the folder path name shortened.
	Insufficient free space in the designated network folder.	Ensure the free space requirements are met, and try again.
	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
	The file to be overwritten may be in use elsewhere.	Check that the file to be overwritten is closed, and try again.
	Current login (LDAP account) has become invalid.	Contact a system administrator to have the login account validated.
	Specified user is no longer able to login to this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
	Specified password is no longer valid for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.

Screen	Message	Action
Save	Specified user needs to renew their password for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Access to network folder was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
	Access to network folder was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
	Error: network folder could not be accessed.	Contact a network administrator to check whether the network folder can store data.
	When the file format is [MTIFF], the maximum file size for the total scanned data is 2GB. If the size of the scanned data exceeds 2GB, no MTIFF files can be created.	Try the following: ● Delete scanned pages from Scan Viewer until the total file size of the scanned data is less than 2GB. ● Increase the compression level and try scanning again.
File Server Authentication	User name or password may be incorrect.	Try the following: ● Directly enter a valid user name and password. ● Check that the proxy server is operating properly. ● Contact an administrator to check that the IP address settings, FTP server network folder, or proxy server settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
	Specified user is no longer able to login to this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.

Screen	Message	Action
File Server Authentication	Specified password is no longer valid for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
	Specified user needs to renew their password for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
	Access to network folder was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
	Access to network folder was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
	Error: network folder could not be accessed.	Contact a network administrator to check whether the network folder can store data.

Screen	Message	Action
Scan to SharePoint	Network path is too long.	Set a folder and file URL path that does not exceed 260 characters.
	Properties of file saved to SharePoint could not be manipulated.	Check the file status and the properties and access permission settings of the specified site, and try again.
	File saved to SharePoint could not be accessed. Check the following, and fix as necessary: ● Is the SharePoint server running short of free space? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the SharePoint server running short of free space? ● Is the SharePoint Server working properly? ● Contact a server administrator to find out if an access permit has been set. If the problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.

Screen	Message	Action
Scan to SharePoint	Specified SharePoint folder not found.	Check that the specified folder exists.
	Specified SharePoint library or folder not found.	Check that the specified library or folder exists.
	Specified SharePoint site not found. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? ● Can scan data be saved in the specified SharePoint folder? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
	Specified SharePoint site authentication failed.	Check the user name and password to be used for the site sign in. Also, check that the date/time and timezone of the SharePoint server, server for authentication, and the scanner coincide. Then, try again.
	Specified SharePoint site cannot be accessed. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.

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<table>
<tr><th>Screen</th><th>Message</th><th>Action</th></tr>
<tr><td>Scan to SharePoint</td><td>Specified SharePoint site access permission refused.</td><td>Check the access permission of the site. Check that the date/time and timezone of the SharePoint server, server for authentication, and the scanner coincide.</td></tr>
<tr><td>Startup Scanner</td><td>Application could not be started. System restored to last known good state. Contact a system administrator.</td><td>System or user settings were restored at system restart. The administrator should check the restored system or user settings.</td></tr>
<tr><td rowspan="2">Scan Viewer</td><td>Scan not possible. Number of scan pages exceeds the maximum (XXX pages).</td><td>Finish all operations (sending mail or fax, printing, saving to network folders), and try again.</td></tr>
<tr><td>All scanned pages are blank. Check the documents.
"Blank Page Skip" is set to "Auto", so all scanned pages were cleared.</td><td>Turn the "Blank Page Skip" option "Off", and try again.
"6.9.15 Blank Page Skip" (page 339)</td></tr>
<tr><td rowspan="4">Job Menu</td><td>Notification e-mail could not be sent to the administrator.</td><td>Contact an administrator to check if sending e-mail is possible.</td></tr>
<tr><td>Job Menu could not be displayed. Check the Job Menu settings.</td><td>Contact an administrator to check the job settings.</td></tr>
<tr><td>"Save as:" file name contains invalid characters (:*?"<>|), or is set to a reserved string (CON, PRN, AUX, CLOCK$, NUL, COM0, ..., COM9, LPT0, ..., LPT9). Re-enter the file name and try again.</td><td>The following characters cannot be used.
: * ? " < > | CON PRN AUX CLOCK$ NUL COM0 - COM9 LPT0 - LPT9
Enter a file name using valid characters.</td></tr>
<tr><td>File name must be specified.</td><td>Enter a file name.</td></tr>
</table>

Screen	Message	Action
Others	Cannot connect to the LDAP server.	Try the following: ● The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● The server may not be working. Contact a system administrator to have the server status checked. ● If using SSL communication when connection to the LDAP server, contact an administrator to check if the server certificate, issued from a root certification authority, is installed on the LDAP server. ● Enter a valid user name and password.
	Cannot connect to the LDAP server. Check that the LDAP access settings are correct and that the LDAP server is running and accessible.	Try the following: ● The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● The server may not be working. Contact a system administrator to have the server status checked. ● If using SSL communication when connection to the LDAP server, contact an administrator to check if the server certificate, issued from a root certification authority, is installed on the LDAP server. ● Enter a valid user name and password.

Screen	Message	Action
Others	LDAP server response error.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.
	LDAP server access failed. Check that the LDAP access settings and LDAP server settings are correct.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.
	LDAP server access failed. Check that the LDAP access, LDAP server, Authorized User (DN), Password and Search Base settings are correct.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.
	The system date/time has been reset. Check and correct the "Date/Time" setting.	Check and correct the "Date/Time" setting.
	An error has occurred. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Screen	Message	Action
Others	An error has occurred. The system must be restarted. Any buffered jobs will be canceled. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
	An error has occurred. The system must be restarted. Any buffered jobs will be canceled. After restarting the system, if the same error occurs, it may be due to a scanner failure. In this case, remove any documents that have been fed into the scanner, disconnect and reattach the power cord, and restart the system again. If problem persists, the administrator should contact a scanner dealer or an authorized scanner service provider for help. [alphanumeric eight digits]	If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
	An error has occurred. Try turning the power off and back on again. If the problem reoccurs after restarting, try disconnecting the scanner power cord, reattaching it, and restarting again. If the problem still persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	Turn the scanner power off. After the power turns off, disconnect the AC cable from the scanner. Wait for at least 10 seconds, then reconnect the AC cable and turn the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

E.2.2 System Log Messages

System log messages which may appear during user operations can be arranged into the following three categories:

- Information
- Warning
- Error

■ Information

Code	Message	Action
01080101	Pick roller cleaned.	No action required.
01091000	Language setting changed to *XXXX*.	No action required.
010D0001	User name *XXXX* logged in.	No action required.
010D0002	User name *XXXX* logged out.	No action required.
01121001	Scanner started up.	No action required.
01121002	Scanner resumed from standby mode.	No action required.
01131001	Scanner will be shutdown.	No action required.
01131002	Scanner entered standby mode.	No action required.
03080001	Scanner firmware has been updated. Scanner firmware version: *XXXX*	No action required.
05050000	Add-in module loaded successfully.	No action required.

Code	Message	Action
05050001	Add-in module operation started.	No action is required. However, the finish status of the Add-in module will also be displayed later on. Scanner 1.Operation started. Add-in Module 2.Operation finished. 1. "1. Operation started" message ● 05050001 2. "2. Operation finished" message The finish status of the Add-in module is displayed, and one of the following message codes is output. ● 05050002 ● 05050003 ● 05050004 ● 15050002 After the "1. Operation started" message is displayed, if the "2. Operation finished" message is not displayed, control is not returned from the Add-in module to the scanner. Contact an Add-in module administrator.
05050002	Add-in module operation finished successfully.	No action required.
05050003	Add-in module operation was canceled.	No action required.
05050004	Add-in module operation finished automatically.	No action required.
05050005	Add-in module passed self-authentication.	No action required.
05050006	Add-in module failed self-authentication.	No action required.
010902001	System time was synchronized using the backup NTP server.	No action required.
010902002	New system time has been acquired from the file server.	No action required.

Code	Message	Action
010902003	New system time has been acquired from the Central Admin server.	No action required.

■ Warning

Code	Message	Action
110C0010	Password contains invalid characters. Re-enter the password, and try again.	Enter a password and try again.
15050001	Add-in module could not be loaded.	Contact a system administrator.
15050002	Add-in module operation error.	Contact a system administrator.
83070001	Pad assy needs replacing. Contact a system administrator.	To have the pad assy replaced, contact a system administrator. The system administrator should open the top cover and replace the pad assy. "7.6.3 Replacing the Pad Assy" (page 383)
83070002	Pick roller needs replacing. Contact a system administrator.	To have the pick roller replaced, contact a system administrator. The system administrator should open the top cover and replace the pick roller. "7.6.4 Replacing the Pick Roller" (page 384)

■ Error

Code	Message	Action
100B0001	Network is busy. Try again later.	Wait for a while, and try again.
11030003	Cannot find the network printer path.	Try the following: ● Contact a network administrator to check server status. ● Check that the spooler is operating properly.
11040003	Cannot find the network folder path.	Contact a network administrator to check server status.

Code	Message	Action
11040005	Insufficient free space in the designated network folder.	Ensure the free space requirements are met, and try again.
11080001	Number of user data stores has reached the maximum allowed. New users may not login until the old user data stores are deleted.	To have the user data store cleared, contact a system administrator. Clearing the user data store is not an undoable action. "Clearing the User Data Store" (page 176)
11090001	Application could not be started. System restored to last known good state. Contact a system administrator.	System or user settings were restored at system restart. Contact a system administrator. The administrator should check the restored system or user settings.
110B0001	Search has timed out. Contact a system administrator.	Contact a system administrator to check the time of the search timeout. "4.7.8 Setting the Login LDAP Server" (page 105)
110B0002	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than from a machine in the same server as network printer. If the system network is not operating properly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
110B0004	LDAP server is busy.	Try the following: ● Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to have the server status checked.
110B0100	LDAP server response error.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.
110B0101	LDAP server access failed. Check that the LDAP access settings and LDAP server settings are correct.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.

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Code	Message	Action
110B0102	LDAP server access failed. Check that the LDAP access, LDAP server, Authorized User (DN), Password and Search Base settings are correct.	Try the following: ● Contact a system administrator to check whether the LDAP server is available. ● Enter a valid user name and password.
110D0001	Login failed. Check the user name and password, and try again.	Try the following: ● Enter a user name and password. ● Enter a valid user name and password. ● Contact a system administrator and have them check that the LDAP server is set. ● Contact a system administrator to have the server status checked. ● Contact a system administrator to check if the password has expired. ● Login is not possible if the Active Directory account option is "User must change password at next logon".Contact an administrator to set a password, and then try logging in.
110D000E	LDAP authorized user (DN), password and/or search base settings are invalid.	Try the following: ● Enter a correct authorized user (DN) and password. ● Enter a valid authorized user (DN) and password. ● Contact a system administrator and have them check that the LDAP server is set. ● Contact a system administrator to have the server status checked. ● Contact a system administrator to check if the password has expired.

Code	Message	Action
110D0002	Cannot connect to the LDAP server.	Try the following: ● The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● The server may not be working. Contact a system administrator to have the server status checked. ● If using SSL communication when connecting to the LDAP server, contact an administrator to check if the server certificate, issued from a root certification authority, is installed on the LDAP server. ● Enter a valid user name and password.
110D000F	Cannot connect to the LDAP server. Check that the LDAP access settings are correct and that the LDAP server is running and accessible.	Try the following: ● The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 400) ● The server may not be working. Contact a system administrator to have the server status checked. ● If using SSL communication when connecting to the LDAP server, contact an administrator to check if the server certificate, issued from a root certification authority, is installed on the LDAP server. ● Enter a valid user name and password.
110D0004	Access to network folder was refused.	Contact a server administrator to find out if an access permit has been set.
110D0005	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
110D0006	Invalid LDAP Search Base format.	Contact a system administrator to have the LDAP search base format corrected. "4.7.8 Setting the Login LDAP Server" (page 105)

Code	Message	Action
110D0007	Current login (LDAP account) has become invalid.	Contact a system administrator to have the login account validated.
110D0008	The file to be overwritten may be in use elsewhere.	Check that the file to be overwritten is closed, and try again.
110D0009	Specified password is no longer valid for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
110D000A	Specified user needs to renew their password for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.
110D000B	Specified user is no longer able to login to this network folder.	Try the following: ● Login a with different account. ● Contact a network administrator to have the account validated.
110D000C	Access to network folder was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
110D000D	Access to network folder was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
110D0044	Access to network printer was refused.	Contact a server administrator to find out if an access permit has been set.
110D0049	Specified password is no longer valid for this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the account validated again.
110D004A	Specified user needs to renew their password for this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the password changed.
110D004B	Specified user is no longer able to login to this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the account validated.

Code	Message	Action
110D004C	Access to network printer was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
110D004D	Access to network printer was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
110D004E	Could not connect to the network printer.	Try the following: ● Check that the LAN cable is connected properly to the scanner and print server. ● Contact a network administrator to check that the print server is working properly. ● Check that the print server spooler is operating properly. ● Contact a network administrator to find out if an access permit has been set. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
110D0100	Error: network folder could not be accessed.	Contact a network administrator to check whether the network folder can store data.
110D0140	Error: network printer could not be accessed.	Contact a network administrator to check whether the network printer can be accessed.
110E0001	Notification e-mail could not be sent to the administrator.	Contact an administrator to check if sending e-mail is possible.
11150001	Corrupted system log file was deleted.	System log file was deleted because the scanner was turned off during operations. No action required.
11150002	Corrupted user log file was deleted.	User log file was deleted because the scanner was turned off during operations. No action required.

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Code	Message	Action
12010001	Scanned data size exceeded maximum size allowed for e-mail attachments.	Try the following: ● Reduce the number of pages to be scanned and send the e-mail in separate parts. ● Select a higher compression level and try again. "6.9.9 Compression" (page 331) If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12010002	Could not connect to server when sending e-mail.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly.
12010005	e-Mail size exceeded maximum e-mail size allowed by the SMTP server.	Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.
12010006	SMTP server connection was lost while sending e-mail.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly. ● Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.

Code	Message	Action
12010100	Error: e-mail could not be sent.	Try the following: ● A message returned from the server is attached after the message displayed on the left. Contact a server administrator to deal with the error. ● Contact a server administrator to check that access to the e-mail server is not restricted. ● If the [e-Mail address of user] option button is selected for [To] and/or [From], an error will occur during the job process in the following cases: ● If the currently logged in user does not have an e-mail address ● If the currently logged in user is using the guest account In this case, specify a user with a registered e-mail address and perform the job sequence.
12020001	Scanned data size exceeded maximum size allowed for sending by fax.	Try the following: ● Reduce the number of pages to be scanned and send the fax in separate parts. ● Select a higher compression level, and try again. "6.9.9 Compression" (page 331) If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12020002	Could not connect to server when sending fax.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address, SMTP server and fax server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP and fax servers are working properly.

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Code	Message	Action
12020005	Fax size exceeded maximum fax size allowed by the SMTP server.	Contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12020006	SMTP server connection was lost while sending fax data.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly. ● Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.
12020100	Error: fax could not be sent.	Try the following: ● A message returned from the server is attached. Contact a server administrator to deal with the error. ● If the [e-Mail address of user] option button is selected for "Notification To (Sender's e-Mail Address)", an error will occur when a job sequence is performed in the following cases: ● If the currently logged in user does not have an e-mail address ● If logged in with the guest account In this case, specify a user with a registered e-mail address and perform the job sequence.

Code	Message	Action
12030001	Cannot find the network printer path.	Try the following: ● Check that the LAN cable of the scanner and print server is connected properly. ● Contact a network administrator to check that the print server is working properly. ● Check that the spooler is operating properly. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12030002	Access to network printer was refused.	Contact a server administrator to find out if an access permit has been set.
12030005	Network is busy. Try again later.	Wait for a while, and try again.
12030006	User name or password may be incorrect.	Re-enter the user name and password.
12030007	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than from a machine in the same server as network printer. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
1203000A	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
1203000C	Specified user is no longer able to login to this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the account validated.
1203000D	Specified password is no longer valid for this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the password validated again.

E

Code	Message	Action
1203000E	Specified user needs to renew their password for this network printer.	Try the following: ● Login a with different account. ● Contact a network administrator to have the password changed.
1203000F	Access to network printer was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
12030010	Access to network printer was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.
12030011	Could not connect to the network printer.	Try the following: ● Check that the LAN cable is connected properly to the scanner and print server. ● Contact a network administrator to check that the print server is working properly. ● Check that the print server spooler is operating properly. ● Contact a network administrator to find out if an access permit has been set. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12030100	Error: could not print.	Try the following: ● Check that the LAN cable of the scanner and file server is connected properly. ● Contact a system administrator to check that the scanner IP address and registered network printer path settings are correct. ● Check the network printer authority privileges.

Code	Message	Action
12040001	Cannot find the network folder path.	Try the following: ● Check that the LAN cable of the scanner and file server is connected properly. ● Check that the file server is working properly. ● Contact a system administrator to check that the scanner IP address and network folder settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● When creating a folder, if the name of the folder to be created is already used by a file in the target network folder for saving, it cannot be created. Change the name of the file, or change the file name settings. For saving to the FTP server network folder, try the following: ● Contact a system administrator to check whether or not read or write access to the FTP server network folder is permitted for the currently logged in user or authenticated user. ● Check if the file attribute has been set as hidden. ● Check that the target file to be overwritten is not used, and try again.
12040002	Access to network folder was refused.	Try the following: ● Contact a system administrator to check whether or not access to the network folder is permitted for the currently logged in user or authenticated user. ● Check if the file attribute has been set as hidden.
12040003	File already existed, so data could not be saved.	To overwrite the existing file, on the "Save" screen, set "Overwrite old files?" as "Yes", and try again.
12040005	Network is busy. Try again later.	Try again later.

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Code	Message	Action
12040006	User name or password may be incorrect.	Try the following: ● Re-enter the user name and password. ● Check that the proxy server is operating properly. ● Contact an administrator to check that the IP address settings, FTP server network folder, or proxy server settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12040007	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
12040009	Insufficient free space in the designated network folder.	Ensure the free space requirements are met, and try again.
1204000A	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
1204000B	File targeted for overwriting may already be in use.	Check that the file to be overwritten is closed, and try again.
1204000C	Specified user is no longer able to login to this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
1204000D	Specified password is no longer valid for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
1204000E	Specified user needs to renew their password for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.

Code	Message	Action
12040100	Error: network folder access was refused.	Try the following: ● Contact a network administrator to check whether the network folder is ready for use. ● For the MTIFF format, the file size for the scanned data may not exceed 2GB. Try adjusting the scan parameters to decrease the size of the file. ● Check that the file name format and number of characters of the file name are allowed for the file server. For saving to the FTP server network folder, try the following: ● Check that the LAN cable is connected properly to the scanner and FTP server. ● Contact a network administrator to check that the FTP server is working properly. ● Contact a system administrator to check that the scanner IP address setting and FTP server network folder path are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Ensure the free space requirements are met, and try again. ● Close unneeded network connections, and try specifying the network path again.
1204000F	Access to network folder was refused. The specified account is currently locked out.	Contact a network administrator to have the account unlocked.
12040010	Access to network folder was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.

<table>
<tr><th>Code</th><th>Message</th><th>Action</th></tr>
<tr><td>12040011</td><td>"Save as:" file name contains invalid characters (:*?"<>|), or is set to a reserved string (CON, PRN, AUX, CLOCK$, NUL, COM0, ..., COM9, LPT0, ..., LPT9).
Re-enter the file name and try again.</td><td>The following characters and reserved strings cannot be used.
: * ? " < > | CON PRN AUX CLOCK$ NUL COM0 ... COM9 LPT0 ... LPT9
Re-enter the file name using only valid characters.</td></tr>
<tr><td>12050001</td><td>Properties of file saved to SharePoint could not be manipulated.</td><td>Check the file status and the properties and access permission settings of the specified site, and try again.</td></tr>
<tr><td>12050002</td><td>File saved to SharePoint could not be accessed.

Check the following, and fix as necessary:
● Is the SharePoint server running short of free space?
If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.</td><td>Check the following, and fix as necessary:
● Is the SharePoint server running short of free space?
● Is the SharePoint Server working properly?
● Contact a server administrator to find out if an access permit has been set.
If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.</td></tr>
<tr><td>12050003</td><td>File saved to SharePoint could not be overwritten.</td><td>Check the write access of the specified site and the file status, and try again.</td></tr>
<tr><td>12050004</td><td>SharePoint sub-folder could not be created.</td><td>Check the write access of the specified site and the file status, and try again.</td></tr>
<tr><td>12050005</td><td>File size exceeds the SharePoint folder's file size limit.</td><td>Check the permitted file size, and try again.</td></tr>
<tr><td>12050006</td><td>Specified SharePoint folder not found.</td><td>Check that the specified folder exists.</td></tr>
<tr><td>12050007</td><td>Specified SharePoint library or folder not found.</td><td>Check that the specified library or folder exists.</td></tr>
</table>

Code	Message	Action
12050008	Specified SharePoint site not found. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? ● Can scan data be saved in the specified SharePoint folder? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
1205000A	Specified SharePoint file is already in use.	Check whether the specified file is being used, and try again.
1205000B	Specified SharePoint site authentication failed.	Check the user name and password to be used for the site sign in, and try again.
1205000C	Specified SharePoint site cannot be accessed. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
1205000D	Specified SharePoint site access permission refused.	Check the access permission of the site.

Code	Message	Action
12050015	Scan to SharePoint file transfer error has occurred. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? ● Can scan data be saved in the specified SharePoint folder? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
12050016	File already exists. Choose a different name or change the overwrite permission setting.	Change the file name, or select [Yes] to overwrite the file with the same name.
12050018	Specified file type is not permitted for the selected SharePoint site.	Specify a file type that is permitted for the selected SharePoint site, and try again.
12050100	SharePoint access error occurred.	Try again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
12130001	Error: Scan&Buffer process could not output data for the scheduled jobs.	Try again.

Code	Message	Action
13060001 1306001A 1306001D	Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help	Try the following: ● Check that the cables are connected to the scanner properly. ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
1306002C	Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	System might be unstable. Shutdown and press the startup button to restart the scanner. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
1314002C	Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Reduce the size of the scan data or set a lower resolution level, and try again.
13061001 13061002 13061003	Scan error occurred. File name: *XXXX* Error code: *XXXX*	Shutdown and press the startup button to restart the scanner.If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Code	Message	Action
13080001	Scanner firmware update failed. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. Scanner firmware version: *XXXX*	Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
83070006	Scanner hardware failure. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Shutdown and press the startup button to restart the scanner. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
83070007		
83070008		
8307000C		
84000001	An error has occurred. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	Try the following: ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner. ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
84000002	An error has occurred. The system must be restarted. Any buffered jobs will be canceled. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Code	Message	Action
84000003	An error has occurred. The system must be restarted. Any buffered jobs will be canceled. After restarting the system, if the same error occurs, it may be due to a scanner failure. In this case, remove any documents that have been fed into the scanner, disconnect and reattach the power cord, and restart the system again. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
84000004	An error has occurred. Try turning the power off and back on again. If the problem reoccurs after restarting, try disconnecting the scanner power cord, reattaching it, and restarting again. If the problem still persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	Turn the scanner power off. After the power turns off, disconnect the AC cable from the scanner. Wait for at least 10 seconds, then reconnect the AC cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

E.2.3 User Log

Code	Message	Action
00000000	--------------------------	No action required.
12010001	Scanned data size exceeded maximum size allowed for e-mail attachments.	Try the following: ● Reduce the number of pages to be scanned and send the e-mail in separate parts. ● Select a higher compression level and try again. "6.9.9 Compression" (page 331) If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12010002	Could not connect to server when sending e-mail.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly.
12010005	e-Mail size exceeded maximum e-mail size allowed by the SMTP server.	Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.

Code	Message	Action
12010006	SMTP server connection was lost while sending e-mail.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly. ● Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.
12010100	Error: e-mail could not be sent.	Try the following: ● A message returned from the server is attached after the message displayed on the left. Contact a server administrator to deal with the error. ● Contact a server administrator to check that access to the e-mail server is not restricted. ● If the [e-Mail address of user] option button is selected for [To] and/or [From], an error will occur during the job process in the following cases: ● If the currently logged in user does not have an e-mail address ● If the currently logged in user is using the guest account In this case, specify a user with a registered e-mail address and perform the job sequence.

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Code	Message	Action
12020001	Scanned data size exceeded maximum size allowed for sending by fax.	Try the following: ● Reduce the number of pages to be scanned and send the fax in separate parts. ● Select a higher compression level, and try again. "6.9.9 Compression" (page 331) If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12020002	Could not connect to server when sending fax.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address, SMTP server and fax server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP and fax servers are working properly.
12020005	Fax size exceeded maximum fax size allowed by the SMTP server.	Contact a system administrator to check the "Maximum Attachment Size" setting. "4.7.11 Setting the e-Mail Server (SMTP Server)" (page 122)
12020006	SMTP server connection was lost while sending fax data.	Try the following: ● Check that the LAN cable of the scanner and SMTP server is connected properly. ● Contact a system administrator to check that the scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Contact a system administrator to check that the SMTP server is working properly. ● Contact a system administrator to check the maximum e-mail size allowed by the SMTP server.

Code	Message	Action
12020100	Error: fax could not be sent.	Try the following: ● A message returned from the server is attached. Contact a server administrator to deal with the error. ● If the [e-Mail address of user] option button is selected for "Notification To (Sender's e-Mail Address)", an error will occur when a job sequence is performed in the following cases: 　● If the currently logged in user does not have an e-mail address 　● If logged in with the guest account In this case, specify a user with a registered e-mail address and perform the job sequence.
12030001	Cannot find the network printer path.	Try the following: ● Check that the LAN cable of the scannerand the print server are connected properly. ● Contact a system administrator to check that the print server is working properly. ● Check that the spooler is operating correctly. ● Contact a system administrator to check that the scanner IP address and and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12030002	Access to network printer was refused.	Contact a network administrator to find out if an access permit has been set.
12030005	Network is busy. Try again later.	Wait for a few minutes, and try again.
12030006	User name or password may be incorrect.	Enter the user name and password correctly.

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Code	Message	Action
12030007	Not connected to the network.	Check that the system network is functioning normally by performing a ping text from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
1203000A	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
1203000C	Specified user is no longer able to login to this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account for the network printer validated.
1203000D	Specified password is no longer valid for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
1203000E	Specified user needs to renew their password for this network printer.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password for the network printer changed.
1203000F	Access to network printer was refused. The specified account is currently locked out.	Contact a network administrator to have the account for the network printer unlocked.
12030010	Access to network printer was refused. Login is not possible at this time.	Try the following: ● Try again when login is possible. ● Contact a network administrator to have the time setting changed.

Code	Message	Action
12030011	Could not connect to the network printer.	Try the following: ● Check that the LAN cable is connected properly to the scanner and print server. ● Contact a network administrator to check that the print server is working properly. ● Check that the print server spooler is operating properly. ● Contact a network administrator to find out if an access permit has been set. ● Contact a system administrator to check that the scanner IP address and network printer settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12030100	Error: could not print.	Try the following: ● Check that the LAN cable of the scanner and file server is connected properly. ● Contact a system administrator to check that the scanner IP address and registered network printer path settings are correct. ● Check the network printer authority privileges.

E

Code	Message	Action
12040001	Cannot find the network folder path.	Try the following: ● Check that the LAN cable of the scanner and file server is connected properly. ● Check that the file server is working properly. ● Contact a system administrator to check that the scanner IP address and network folder settings are correct. "8.3 Network Connection Troubleshooting" (page 400) ● When creating a folder, if the name of the folder to be created is already used by a file in the save location network folder, it cannot be created. Change the name of the file, or change the file name settings. For saving to the FTP server network folder, try the following: ● Contact a system administrator to check whether or not read or write access to the FTP server network folder is permitted for the currently logged in user or authenticated user. ● Check if the file attribute has been set as hidden. ● Check that the target file to be overwritten is not used, and try again.
12040002	Access to network folder was refused.	Try the following: ● Contact a system administrator to check whether or not access to the network folder is permitted for the currently logged in user or authenticated user. ● Check if the file attribute has been set as hidden.
12040003	File already existed, so data could not be saved.	To overwrite the existing file, on the "Save" screen, set "Overwrite old files?" as "Yes", and try again.
12040005	Network is busy. Try again later.	Try again later.

Code	Message	Action
12040006	User name or password may be incorrect.	Try the following: ● Re-enter the user name and password. ● Check that the proxy server is operating properly. ● Contact an administrator to check that the IP address settings, FTP server network folder, or proxy server settings are correct. "8.3 Network Connection Troubleshooting" (page 400)
12040007	Not connected to the network.	Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 405) for further solutions.
12040009	Insufficient free space in the designated network folder.	Ensure the free space requirements are met, and try again.
1204000A	Number of network path connections has reached the maximum allowed. No more may be specified.	Close unneeded network connections, then try specifying the desired network path again.
1204000B	File targeted for overwriting may already be in use.	Check that the file to be overwritten is closed, and try again.
1204000C	Specified user is no longer able to login to this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the account validated.
1204000D	Specified password is no longer valid for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password validated again.
1204000E	Specified user needs to renew their password for this network folder.	Try the following: ● Login with a different account. ● Contact a network administrator to have the password changed.

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<table>
<tr><th>Code</th><th>Message</th><th>Action</th></tr>
<tr><td>1204000F</td><td>Access to network folder was refused. The specified account is currently locked out.</td><td>Contact a network administrator to have the account unlocked.</td></tr>
<tr><td>12040010</td><td>Access to network folder was refused. Login is not possible at this time.</td><td>Try the following:
● Try again when login is possible.
● Contact a network administrator to have the time setting changed.</td></tr>
<tr><td>12040011</td><td>"Save as:" file name contains invalid characters (:*?"<>|), or is set to a reserved string (CON, PRN, AUX, CLOCK$, NUL, COM0, ..., COM9, LPT0, ..., LPT9).
Re-enter the file name and try again.</td><td>Do not use the following symbols or character strings:
: * ? " < > | CON PRN AUX CLOCK$ NUL COM0 ... COM9 LPT0 ... LPT9
Re-enter the file name using only valid characters.</td></tr>
</table>

Code	Message	Action
12040100	Error: network folder access was refused.	Try the following: ● Contact a network administrator to check whether the network folder is ready for use. ● For the MTIFF format, the file size for the scanned data may not exceed 2GB. Try adjusting the scan parameters to decrease the size of the file. ● Check that the file name format and number of characters of the file name are allowed for the file server. For saving to the FTP server network folder, try the following: ● Check that the LAN cable is connected properly to the scanner and FTP server. ● Contact a network administrator to check that the FTP server is working properly. ● Contact a system administrator to check that the scanner IP address setting and FTP server network folder path are correct. "8.3 Network Connection Troubleshooting" (page 400) ● Ensure the free space requirements are met, and try again. ● Close unneeded network connections, and try specifying the network path again.
12050001	Properties of file saved to SharePoint could not be manipulated.	Check the file status and the properties and access permission settings of the specified site, and try again.

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Code	Message	Action
12050002	File saved to SharePoint could not be accessed. Check the following, and fix as necessary: ● Is the SharePoint server running short of free space? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the SharePoint server running short of free space? ● Is the SharePoint Server working properly? ● Contact a server administrator to find out if an access permit has been set. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
12050003	File saved to SharePoint could not be overwritten.	Check the write access of the specified site and the file status, and try again.
12050004	SharePoint sub-folder could not be created.	Check the write access of the specified site and the file status, and try again.
12050005	File size exceeds the SharePoint folder's file size limit.	Check the permitted file size, and try again.
12050006	Specified SharePoint folder not found.	Check that the specified folder exists.
12050007	Specified SharePoint library or folder not found.	Check that the specified library or folder exists.
12050008	Specified SharePoint site not found. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? ● Can scan data be saved in the specified SharePoint folder? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
1205000A	Specified SharePoint file is already in use.	Check whether the specified file is being used, and try again.

Code	Message	Action
1205000B	Specified SharePoint site authentication failed.	Check the user name and password to be used for the site sign in, and try again.
1205000C	Specified SharePoint site cannot be accessed. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● If the SharePoint Server sign in screen appears, are the specified authentication settings correct? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
1205000D	Specified SharePoint site access permission refused.	Check the access permission of the site.
12050015	Scan to SharePoint file transfer error has occurred. Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● Is the SharePoint server running short of free space? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.	Check the following, and fix as necessary: ● Is the specified SharePoint site connectible to? ● Is the SharePoint server running short of free space? ● Can scan data be saved in the specified SharePoint folder? If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
12050016	File already exists. Choose a different name or change the overwrite permission setting.	Change the file name, or select [Yes] to overwrite the file with the same name.
12050018	Specified file type is not permitted for the selected SharePoint site.	Specify a file type that is permitted for the selected SharePoint site, and try again.

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Code	Message	Action
12050100	SharePoint access error occurred.	Try the same operation again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
F4B30000	An error has occurred. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]	Shutdown and press the startup button to restart the scanner. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
F4CA0000		
F4EF0000		
F2010002		
F2020002		
F2040002		

E.3 Central Admin Messages

The following messages may appear during central admin operations.

E.3.1 System Log Messages

System log messages which may appear during central admin operations can be arranged into the following three categories:

- Information
- Warning
- Error

System log messages are shown in the scanner system log.

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■ Information

Code	Message	Action
0B020001	Scanner registered by Central Admin server.	No action required.
0B020020	Add-in updated.	
0B020021	Scanner settings updated.	
0B020022	System updated.	
0B020023	User roaming data updated.	
0B020024	Job mode settings updated.	
0B020005	User roaming data uploaded.	
0B020006	Update process halted by login.	
0B020013	Central Admin server setting changed.	
0B020014	Update started by the Update Scheduler.	
0B020015	Update completed by the Update Scheduler.	

■ Warning

Code	Message	Action
6B020003	Request received from invalid server.	The scanner received an invalid access request. If the problem persists, contact the network administrator.
6B020004	Network error occurred while contacting Central Admin server.	Refer to Code "7B020001" (page 530). The Central Admin Server will be contacted again when the scanner is re-started, resumed from standby mode, or when the user logs out.

Code	Message	Action
6B020005	Audit log upload failed.	Refer to Code "7B020001" (page 530). The operating status notification will be sent to the Central Admin server at the next scanner startup, power off, login, logout, restart or resume from standby mode.
6B020006	Operating status notification could not be sent to the Central Admin server.	
6B020007	Error notification could not be sent to the Central Admin server. (*xxxx*)	Refer to Code "7B020001" (page 530). An error notification could not be sent to the Central Admin server. The error code is shown in "*xxxx*".

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■ Error

Code	Message	Action
7B020001	Scanner registration by Central Admin server failed.	● For Central Admin Server Check that the scanner is registered on the Central Admin Console "Scanner List" screen. ● For Scanner Enter the address of the Central Admin Server on the "Ping" screen on the [Network Settings] tab, and check whether or not there is a response from the Central Admin Server. If there is no response from the Central Admin Server, check whether or not DHCP is enabled on the "IP Address" screen on the [Network Settings] tab. If DHCP is disabled, check that the IP Address, Subnet Mask, Default Gateway settings are correct. Check also that the network between the scanner and the Central Admin Server is connected correctly. Also check that the scanner's server-side status is "Registered" on the "Central Admin Server" screen on the [Network Settings] tab. If the scanner's server-side status is "Unregistered", check the address and the port number of the Central Admin Server, and register the scanner on the Central Admin Server.

Code	Message	Action
7B020050	Add-in update failed.	Refer to Error Code "7B020001" (page 530). Update is not complete. If the "Status Details" window in Central Admin Console displays "Error" status for the scanner, clear the error. Update process will be run again by logout.
7B020051	System update failed.	
7B020038	Scanner settings could not be applied.	
7B020039	Some scanner settings could not be applied.	When the scanner settings were applied, some settings may have failed to be applied. Using the Admin Tool, check the contents of the system error log, and try again. For more details about running the update process, refer to the action for error "7B020038" (page 531).

Code	Message	Action
7B020060	User Roaming Data download failed.	Refer to Error Code "7B020001" (page 530). The latest user roaming data may not be used because the user roaming data download failed. To use the latest user roaming data, deal with errors and try to login again. If the user roaming data download fails and the and error persists, new user roaming data is not uploaded to the Central Admin Server, even if the user data in the scanner is changed or the scanner is logged out. If both "Roaming Mode" and "Job Mode" are set as "On" on the "Central Admin Server" screen of the [Network Settings] tab, new job mode settings may also not be downloaded. To use the latest user roaming data, it must be downloaded from the Central Admin Server. After dealing with the error, re-login using the Central Admin Console and try again.
7B020061	Job Mode Settings download failed.	Refer to Error Code "7B020001" (page 530). Job mode settings cannot be downloaded because the job mode settings have not been updated. To use the job mode settings, they must be downloaded from the Central Admin Server. After dealing with the error, re-login using Central Admin Console and try again.

Code	Message	Action
7B020023	New user data could not be uploaded to the server's User Roaming store.	Refer to Error Code "7B020001" (page 530). User roaming data cannot be updated because the new user data has not be uploaded to the Central Admin Server.
7B020035	Network error occurred while contacting Central Admin server.	Refer to Error Code "7B020001" (page 530). The new user roaming data and job mode settings cannot be used. To use the user roaming data and job mode settings, they must be downloaded from the Central Admin Server. After dealing with the error, re-login using Central Admin Console and try again.
7B020036	Network error occurred while contacting Central Admin server.	Refer to Error Code "7B020001" (page 530). The applied status was not notified to the Central Admin Server. The applied status will be notified to the Central Admin Server the next time the scanner is restarted, resumed from standby mode, or when the user logs out.
7B020011	Inventory Information acquisition failed.	Try the following: ● Check that physical network connection to the DHCP server is functioning correctly. ● Check the DHCP server. The server may not be operating normally, or the DHCP settings (restricted number of leases or MAC address validation) may be causing invalid IP addresses to be assigned. If there are no problems with the items described above, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Code	Message	Action
7B020025	Contact with Central Admin server failed.	An error occurred. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
7B020026	Contact with Central Admin server failed.	
7B020064	Scanner registration by Central Admin server failed.	Refer to Error Code "7B020001" (page 530).
7B020065	Operating status notification function could not be started.	An error occurred. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
7B020066	Error notification function fatal error.	An error occurred. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Appendix F

Glossary

Admin User

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A4 size

A standard international paper size. (210 × 297mm / approximately 8.27 × 11.7inches)

A5 size

A standard international paper size. (148 × 210mm / approximately 5.83 × 8.27inches)

A6 size

A standard international paper size. (105 × 148mm / approximately 4.13 × 5.83inches)

ADF (Automatic Document Feeder)

A unit that allows the user to scan a number of pages consecutively.
Documents are transported from the ADF paper chute past the scanning area to the output tray. Actual scanning is performed by the CCD sensors inside of this unit.

B5 size

A standard international paper size. (182 × 257mm / approximately 7.17 × 10.12inches)

B6 size

A standard international paper size. (128 × 182mm / approximately 5.04 × 7.17inches)

Brightness

Refers to the brightness level of the scanned images.

Business card size

A standard paper size. (51 × 89mm)
Portrait orientation is used for this scanner.

Canadian DOC Regulations

A standard issued by Industry Canada, a department of the Canadian government, which sets out the technical requirements relative to the radiated and conducted radio noise emissions from digital apparatus.

Carrier Sheet

A Carrier Sheet is a plastic sheet specifically used for loading non-standard documents onto the scanner.

Default settings

The settings installed at time of factory shipping.

Duplex scan mode

A scan mode where both sides of each document sheet are scanned. See also "Simplex scan mode".

dpi (dots per inch)

Dots per inch. Number of dots lined along one inch. The measurement of resolution normally used for scanners and printers. Higher dpi means better resolution.

Executive size

A standard international paper size. (184.2 × 266.7mm / approximately 7.25 × 10.5inches)

FCC

Acronym for "The Federal Communications Commission", an independent United States government agency which is in charge of regulating interstate and international communications via radio, television, wire, satellite and cable. The Part 15 of the FCC regulations mentioned in this manual is designed to prevent harmful interferences on radio communication of radio receivers and other devices which radiate radio frequency energy, and provides for the certification of radio receivers. It also provides the certification of low power transmitters and the operation of certificated transmitters without a license.

Feed roller

Rollers that feed documents through the ADF.

Idler roller

Rollers that feed documents through the ADF.

Interface

The connection that allows communication from the computer to the scanner.

Landscape orientation

A document with its long side horizontal and its short side vertical. See also "Portrait orientation".

LDAP (Lightweight Directory Access Protocol)

A protocol for accessing a directory database over a TCP/IP network.

Legal size

A standard international paper size. (215.9 × 355.6mm / 8.5 × 14inches)

Letter size

A standard North American paper size. (215.9 × 279.4mm / 8.5 × 11inches)

MMR

ITU-T (CCITT) T.6 compression.
A compression method used when the color mode is black and white.

Multifeed detection

A scanner function which detects accidental feeding of multiple sheets into the ADF.

Noise

Isolated white (black) dots appearing on black (white) areas of an image.

Pad assy (PAD ASSY)

A collection of rubber pads and metal leaf springs that is used to help separate a single document sheet from a batch in the ADF paper chute for feeding into the ADF.

Paper jam

A warning that appears when a document sheet is jammed in the document feed path, or document feeding is interrupted by a slipping sheet.

Pick roller

A roller that picks the next document sheet out of the ADF paper chute and the ADF.

Portrait orientation

A document with its long side vertical and its short side horizontal.
See also "Landscape orientation".

Postcard size

A standard paper size. (100 × 148mm / approximately 3.94 × 5.83inches)
Portrait orientation is used for this scanner.

Resolution

A measure of the fineness of details or grain of images. The customary metric of resolution is dpi (dots per inch). For any given image, the higher the resolution, the more dots or pixels that can be used, and the greater the resulting fineness of detail that can be expressed.

Simplex scan mode

A scan mode where only one side of each document sheet is scanned. See also "Duplex scan mode".

Ultrasonic sensor

A type of sensor that uses ultrasonic sound waves, in this case to detect document multifeeds by recognizing differences in how the sound penetrates single versus multiple sheets.

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fi-6010N Network Scanner

Operator's Guide

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